

11-2-2016

CWU Faculty Senate Minutes - 11/02/16

Janet Shields
senate@cwu.edu

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

Recommended Citation

Shields, Janet, "CWU Faculty Senate Minutes - 11/02/16" (2016). *Faculty Senate Minutes*. 913.
<https://digitalcommons.cwu.edu/fsminutes/913>

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 scholarworks@cwu.edu.

REGULAR MEETING
Wednesday, November 2, 2016, 3:10 p.m.
BARGE 412
Minutes

ROLL CALL All senators or their alternates were present except: Bobby Cummings, Jason Dormady, Ruthi Erdman, Janet Finke, Teresa Sloan, and Don Wattam.

Guests: Patricia Cutright, Mike Harrod, Tim Englund, Sarah Swager, Armando Ortiz, Kevin Archer, Kathy Whitcomb, Stacey Robertson, Anne Cubilie, Kathryn Martell, Tayler Takheal, Heidi Bogue, Tom Henderson, Wendy Cook, Charlene Andrews, and Bernadette Jungblut.

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

CHANGES TO AND APPROVAL OF AGENDA -. Approved as presented.

MOTION NO. 16-19(Approved): **APPROVAL OF MINUTES** of October 5 and October 19, 2016

COMMUNICATIONS - None

NSSE/FSSE results – Tom Henderson – Tom presented some snapshots of the National Survey of Student Engagement (NSSE) and Faculty Survey of Student Engagement (FSSE) surveys that were done last year. This report is available for review in the Faculty Senate office.

FACULTY ISSUES – Senator Pinkart expressed a concern that it took eight months to start the search of a Manager of Environmental Safety. This position has been open for some time. This delay causes some concern for the welfare of everyone on campus. Senator Sorey also brought forward a similar issue with some specific examples of some unsafe conditions by contractors on campus. Other institutions employ more individuals whose responsibility is environmental safety. This is a concern in the labs and can have an impact on students as they go out into the workforce. Senator Hickey brought forward a concern about dead tree branches across campus, especially some that are above entrances. With the winds we have, this could create a safety issue.

Senate Chair Updates – Chair Rajendran attended the Safety & Health meeting last week. The issue of regulations in university level policies and procedures need to be worked on so that they can help everyone to follow. Chair Rajendran has been consulted on staffing levels and he has given his recommendations on staffing as pa. The President and Provost office will work on a process to notify faculty that are not selected for University committees. President is aware of the issue and on

his radar, but no answer as of yet. Textbooks - Joel Klucking and Steve Wagner are aware of the issue and working hard to fix it. There have been changes to the ordering and billing system, there were added sections, out of print publications, and the retirement of Lewis Clark all played a part in the issues. There will be additional training for bookstore staff and they assure the process will be better in winter quarter, but not 100%. I drive is going away. Provost Frank addressed this issue at last Senate meeting. There is a Drupal system to create CWU websites and is more secure than I drive. The transition will happen by the end of the quarter. Drupal training is approximately 30 minutes. Chair Rajendran shared the bicycle safety issue at the Health & Safety Council. The Council will be trying some interventions this spring to see if they work.

PRESIDENT: President was out of town.

PROVOST: Provost Frank reported on the ASL work plan that went out to campus. Dr. Jungblut is managing the workgroup. She has had faculty express interest through the Deans and directly to her. She is looking at as broad of representation as possible across these groups. Some of the workgroups are University Centers; Online/Multimodal Learning; Developmental Programs; Interdisciplinary Programs; Center for Teaching and Learning Excellence; ASL Standing Committee on Inclusiveness and Diversity; Mapping student services; graduate education workgroup; transfer student workgroup; outcomes assessment workgroup and the advising workgroup. She wants to keep them small and nimble. Some of these workgroups will be feeding information to the Baccalaureate Task Force. There will be a progress report to the BOT at their July meeting. The summer session workgroup has already convened and is working on summer session issues. They are looking at the fee rate, enrollment and scheduling concerns. Yesterday was the first budget forum. Provost Frank encouraged everyone to attend one of the next two forums on November 10 or November 21 from 3:30-5:00 p.m. There were about 50 people in attendance at the first forum. The first part of the forum is a Budget 101 to get everyone on the same page and using the same language. Provost Frank is hoping to dispel the myths for RCM and ABB. The model will include input received during these forums. Winter quarter will do public presentations and what sort of adjustments need to be made to the budget model. The new model will be rolled out in the spring and will go live July 1. Provost Frank visited the Des Moines campus this week. The visit was highly informative and there are some tremendous opportunities at the Centers. The BOT provided permission to enter into conversation with the City Council in Sammamish to possibly start operations there in the fall. The Provost has appointed Nickie Kukar as the interim Executive Director for International Studies. She will be doing an extensive study of what International Studies should look like before filling this position. Provost Frank reminded everyone Roger Cohn is on campus tonight at 5:30 p.m.

STUDENT REPORT - Ryan Zimmerman reported that the student club database is now online. The process is more user friendly for next quarter. Last night the board

had legislative meeting to go over issues such as the tuition increase, past bills to limit textbook price to \$100 and decoupling S&A bill that almost passed last year. They are trying to get as much student input as possible. They hosted a scholarship night and the next one is November 28 from 5-8 p.m. SURC 137. Student Academic Senate has 18 seats filled. Ryan asked faculty that is they know of students who might be interested there is a vacancy list online. Committees have a lot of work to do this year. They have a vacant Executive seat board for CEPS. Their next meeting is Tuesday. Contact Ryan ascwuacademic@cwu.edu if you have students interested in SAS.

OLD BUSINESS – Chair Rajendran asked Senators their opinion on lining up by rank for Commencement. The majority of Senators were in favor of not lining up by rank.

REPORTS/ACTION ITEMS

SENATE COMMITTEES:

Executive Committee

Motion No. 16-20(Approved): Endorse the 2018-2019 academic year calendar as presented in Exhibit A.

Motion No. 16-21(Approved): Ratify 2016-17 committee vacancies as presented in Exhibit B.

Bylaws & Faculty Code Committee

Motion No. No. 16-07(Approved): Recommends an amendment to the Faculty Senate Bylaws Membership and Procedures for Election Section I.B.1 as outlined in Exhibit D.

Motion No. 16-08(Approved): Recommends an amendment to the Faculty Senate Bylaws Senate Standing Committees Section III.A.2.i as outlined in Exhibit E.

Motion No. 16-09(Approved, 6 nay): Recommends an amendment to the Faculty Senate Bylaws Senate Standing Committees III.B. as outlined in Exhibit F.

Motion No. 16-09a(Failed, 8 yea): Senator Tenerelli moved to amend Motion 16-09 to strike #7 entirely. Senator McGladrey seconded.

Motion No. 16-10(Second reading of three): Recommends an amendment to the Faculty Code Faculty Rights and Responsibilities Section I. B. as outlined in Exhibit G. .

Motion No. 16-11(Second reading of three): Recommends an amendment to the Faculty Code Section II. B. Emeritus Faculty Appointments as outlined in Exhibit H.

Motion No. 16-12(Second reading of three): Recommends an amendment to the Faculty Code Section IV. D. 4. Committees as outlined in Exhibit I.

Motion No. 16-13(Second reading of three): Recommends replacement of Faculty Code Section V Complaint Policy and Procedures as outlined in Exhibit J.

Motion No. 16-13a(Amendment, voted on with Motion 16-13): The Bylaws & Faculty Code committee moves to amend Motion 16-13 D.8 to read: The EC will determine the membership of the ad hoc committee, and will not include members who may have a real or perceived conflict of interest. The ad hoc committee shall consist of at least three tenured faculty members. The EC may invite other representatives from Faculty Relations, depending on the basis nature of the complaint. (e.g., professionalism).

Motion No. 16-14(Second reading of three): Recommends the addition of Faculty Code Section VI Vote of No Confidence as outlined in Exhibit K.

Curriculum Committee - No report.

General Education Committee - No report.

Evaluation & Assessment Committee – Senator Bisgard reported the committee has had one meeting and did not have quorum.

General Education Redesign Team - Senator Cheney reported that the committee is moving along after the vote for the guiding philosophy. The committee held a forum on Monday. They talked about 90 minutes on the draft. The majority of those there liked it and was a long discussion about whether they were outcomes and goals and where is the assessment component. Faculty can contribute in Canvas or via the Qualtrics survey. The committee considers all the feedback at every meeting. The committee is working on describing how the goals can be assessed at a program level. November 10 they will send out a second draft to the campus. November 23rd the final draft will be send to campus and this draft will be presented on at the November 30th Faculty Senate meeting.

Faculty Legislative Representative – Written report available for review in the Faculty Senate office.

CHAIR: Chair Rajendran talked about the email from President Gaudino regarding the General Education Redesign and Baccalaureate mission. In that email he indicated that they will be adding an additional Associate Provost. Dr. Jungblut will continue with her duties and the current Associate Provost position will be split. The Senate Executive Committee shared their concerns with the

Presidnet in regards to budget for the additional position and the potential additional office staff. Chair Rajendran read a response from President Gaudino. The Provost has decided to not put Senate representation on the Provost Council and Sathy read an email from the Provost. Sathy encouraged Senators to talk with their department faculty to encourage participation in the General Education Redesign process. There was not a great turnout at the recent forum. Senators were provided with a proposed policy/procedure on Dual Career. Please provide any feedback to Sathy by Friday, November 4th. The November 30th Senate agenda will include multiple Faculty Code votes and General Education Redesign. Please be prepared to stay until 5:00 p.m. or later. Chair Rajendran introduced the newest Executive Committee member Matthew Altman, Philosophy and Religious Studies to replace George Drake who stepped down.

CHAIR-ELECT: Chair-Elect Stoddard reminded Senators about the open Executive Committee meeting on November 9th at Faculty Center starting at 3:10 p.m. Distinguished Faculty award nominations are due December 1st. If you have nominations, please submit. The next Faculty Friday is November 18th at 5:00 p.m. in the Faculty Center.

NEW BUSINESS - Senator Mitchell brought forward a Resolution similar to what the City Council will be voting on.

Motion No. 16-22(Approved): Senator Mitchell moved to approve the following Not in Our Kittitas County Resolution. Senator Donahoe seconded.

WHEREAS, bullying, harassment, hate speech, and violence have become a daily occurrence and are increasing across the nation;

WHEREAS, history has tragically taught us that when people stand by and allow acts of intolerance, violence, and hatred to occur it is seen as acquiescence;

WHEREAS, communities across the country, by standing together, have been successful in building strong, inclusive, diverse, and tolerate communities while respecting each citizen's right to free speech;

WHEREAS, a group of citizens in town and on campus, reacting to recent incidents of hate speech in our community, have organized to proclaim Not In Our Kittitas County;

WHEREAS, we, the Faculty Senate of Central Washington University, proclaim our support of Not In Our Kittitas County, and in keeping with the principle of respect for all people, unequivocally oppose any manifestation of bullying, harassment, hatred, and prejudice towards any group or individual.

Meeting was adjourned at 5:05 p.m.

Exhibit A

Proposed Fall 2018 University Academic calendar

All deadlines are due by the close of business on that date. Information in this handbook may be subject to change.
If you have any questions, contact Registrar Services at 509-963-3001.

REGISTRATION AND CLASSES

April 23	Registration Assignment	Log into MyCWU to view enrollment appointment for web registration
April 23	Schedule Goes Live	View in MyCWU
April 23	Advising Begins	FALL 2018 advising
May 7-June 22	Registration	For continuing students (<i>During the assigned enrollment appointment</i>)
August 1	OPEN ENROLLMENT	Students may add/drop classes until change of schedule period ends.
September 5	Leave of Absence	Students not attending FALL quarter must submit request
September 17	Faculty Development Day	Before classes start
September 19	CLASSES BEGIN	First day of classes for FALL
September 25	Change of Schedule Period Ends	Add/Drop classes-Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed.
September 25	TUITION AND FEES DUE	Check with the Cashiers Office or view your statement online for amount due. Student has 100 percent tuition liability if classes are not dropped by this date.
September 25	Audit and Credit/No Credit	Deadline to declare audit and credit/no credit
Sept 25-Oct 1 until midnight	CWU Payment Plan - Open Enrollment Period	Students may split their quarter charges in three easy payments instead of one. A \$50 enrollment fee applies.
Sept.26-Oct.2	\$25 Late Registration Fee	Instructor signature required to enroll
October 2	\$50 Fee - Unpaid Tuition and Fees	A \$50 late fee will be assessed on unpaid tuition-and-course-fee balances. Student has 100 percent tuition liability.
Oct. 3-Oct. 30	\$50 Late Registration Fee	Instructor and Department Chair signatures required to enroll
October 18	\$100 Fee-Unpaid Tuition and Fees	A \$100 late fee will be assessed on unpaid tuition-and-course-fee balances. Student has 100 percent tuition liability.
Oct. 31-Nov. 30	\$75 Late Registration Fee	Instructor and Department Chair signatures required to enroll
Nov. 5-Nov. 30	Registration for WINTER	See Winter 2019 calendar
November 12	Veterans Day (Observed)	No classes/administrative offices closed
November 21-23	Thanksgiving and Native American Heritage Day Recess	No classes/administrative offices open November 21 No classes/administrative offices closed November 22-23
November 30	Course Challenge Form Deadline	Deadline to submit course challenge forms to Registrar Services
November 30	Classes End	Last day of class instruction
December 3	Study Day	Study Day
December 4-7	FINAL EXAMS	See exam schedule
December 7	End of Quarter	End of Quarter (last day of finals)
December 11	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
54	Instructional Days per Quarter	Includes final exams and study days

Proposed Winter 2019 University Academic calendar

All deadlines are due by the close of business on that date. Information in this handbook may be subject to change.
If you have any questions, contact Registrar Services at 509-963-3001.

REGISTRATION AND CLASSES

October 22	Registration Assignment	Log into MyCWU to view enrollment appointment for web registration
October 22	Schedule Goes Live	View in MyCWU
October 22	Advising Begins	WINTER advising
Nov. 5- Nov. 30	Registration	For continuing students (<i>During the assigned enrollment appointment</i>)
December 10	OPEN ENROLLMENT	Students may add/drop classes until change of schedule period ends.
December 20	Leave of Absence	Students not attending WINTER quarter must submit request
January 3	CLASSES BEGIN	First day of classes for WINTER
January 9	Change of Schedule Period Ends	Add/Drop classes-Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed.
January 9	TUITION AND FEES DUE	Check with the Cashiers Office or view your statement online for amount due. Student has 100 percent tuition liability if classes are not dropped by this date.
January 9	Audit and Credit/No Credit	Deadline to declare audit and credit/no credit
Jan. 9-Jan. 15 until midnight	CWU Payment Plan - Open Enrollment Period	Students may split their quarter charges in three easy payments instead of one. A \$50 enrollment fee applies.
January 10-16	\$25 Late Registration Fee	Instructor signature required to enroll
January 21	Martin Luther King Jr. Holiday	No classes/administrative offices closed
January 16	\$50 Fee - Unpaid Tuition and Fees	A \$50 late fee will be assessed on unpaid tuition-and-course-fee balances. Student has 100 percent tuition liability.
Jan. 17-Feb. 14	\$50 Late Registration Fee	Instructor and Department Chair signatures required to enroll
February 1	\$100 Fee -Unpaid Tuition and Fees	A \$100 late fee will be assessed on unpaid tuition-and-course-fee balances. Student has 100 percent tuition liability.
Feb. 11-Mar. 8	Registration for SPRING	See SPRING 2019 Calendar
Feb.15-Mar.8	\$75 Late Registration Fee	Instructor and Department Chair signatures required to enroll
February 18	President's Day	No classes/administrative offices closed
March 8	Course Challenge Form Deadline	Deadline to submit course challenge forms to Registrar Services
March 8	Classes End	Last day of class instruction
March 11	Study Day	Study Day
March 12-15	FINAL EXAMS	See exam schedule
March 15	End of Quarter	End of Quarter (last day of finals)
March 19	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
50	Instructional Days per Quarter	Includes final exams and study days

Proposed Spring 2019 University Academic calendar

All deadlines are due by the close of business on that date. Information in this handbook may be subject to change.
If you have any questions, contact Registrar Services at 509-963-3001.

REGISTRATION AND CLASSES

January 28	Registration Assignment	Log into MyCWU to view enrollment appointment for web registration
January 28	Schedule Goes Live	View in MyCWU
January 28	Advising Begins	SPRING advising
Feb. 11-March 8	Registration	For continuing students (<i>During the assigned enrollment appointment</i>)
March 12	Leave of Absence	Students not attending SPRING quarter must submit request
March 18	OPEN ENROLLMENT	Students may add/drop classes until change of schedule period ends.
March 26	CLASSES BEGIN	First day of classes for SPRING
April 1	Change of Schedule Period Ends	Add/Drop classes-Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed.
April 1	TUITION AND FEES DUE	Check with the Cashiers Office or view your statement online for amount due. Student has 100 percent tuition liability if classes are not dropped by this date.
April 1	Audit and Credit/No Credit	Deadline to declare audit and credit/no credit
April 1-5 until midnight	CWU Payment Plan - Open Enrollment Period	Students may split their quarter charges in three easy payments instead of one. A \$50 enrollment fee applies.
April 2-8	\$25 Late Registration Fee	Instructor signature required to enroll
April 8	\$50 Fee - Unpaid Tuition and Fees	A \$50 late fee will be assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.
April 9-May 6	\$50 Late Registration Fee	Instructor and Department Chair signatures required to enroll
April 24	\$100 Fee -Unpaid Tuition and Fees	A \$100 late fee will be assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.
April 29-June 19	Registration for SUMMER	See SUMMER Calendar
May 6- June 21	Registration for FALL	See FALL2019 Calendar
May 7-May 31	\$75 Late Registration Fee	Instructor and Department Chair signatures required to enroll
May15-16	Source Days	Instructional days - Research projects
May 27	Memorial Day	No classes/administrative offices closed
May 31	Course Challenge Form Deadline	Deadline to submit course challenge forms to Registrar Services
May 31	Classes End	Last day of class instruction
June 3	Study Day	Study Day
June 4-7	FINAL EXAMS	See exam schedule
June 7	End of Quarter	End of Quarter (last day of finals)
June 8	COMMENCEMENT	Commencement Ceremonies - Ellensburg
June 9	COMMENCEMENT	Commencement Ceremonies - Kent
June 11	Grades Due	10:00 p.m. deadline for instructors to submit grades via MyCWU
53	Instructional Days per Quarter	Includes final exams and study days

Proposed Summer 2019 University Academic calendar

All deadlines are due by the close of business on that date. Information in this handbook may be subject to change.
If you have any questions, contact Registrar Services at 509-963-3001.

REGISTRATION AND CLASSES

April 15	Schedule Goes Live	View in MyCWU
April 15	Advising Begins	SUMMER advising
April 29-June 19	Registration	Summer Session
June 17	CLASSES BEGIN	Classes begin for six-week and full session
June 19	Change of Schedule Period Ends	Add/Drop classes- <i>Drops completed prior to this date or by the close of business on this date will not appear on transcripts or have tuition assessed.</i>
June 19	TUITION AND FEES DUE	Check with the Cashiers Office or view your statement online for amount due. Student has 100 percent tuition liability if classes are not dropped by this date.
June 24-28	\$25 Late Registration Fee	Instructor signature required to enroll
July 1-August 16	\$50 Late Registration Fee	Instructor and Department Chair signatures required to enroll
June 28	\$50 Fee - Unpaid Tuition and Fees	\$50 fee will be assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.
July 4	Independence Day holiday	No classes/administrative offices closed
July 16	\$100 Fee -Unpaid Tuition and Fees	\$100 fee assessed on unpaid tuition and course fee balances. Student has 100 percent tuition liability.
July 26	Six-week Session Classes End	Last day of class instruction for six-week session
July 30	Grades Due Six-week Session	10:00 p.m. deadline for instructors to submit grades via MyCWU
August 16	Full Session Classes End	Last day of class instruction for full session
August 20	Grades Due Full Session	10:00 p.m. deadline for instructors to submit grades via MyCWU

Exhibit B

Committee	Name	Department	Term
Budget & Planning Committee			
1 CEPS vacancy	Vacant		11/2/16 – 6/14/18
Curriculum Committee			
1 COTS vacancy	Vacant		6/15/16 – 6/14/19
Evaluation & Assessment Committee			
1 CB vacancy	Terry Wilson	Management	6/15/16 – 6/14/19
General Education Committee			
2 CB vacancies	Vacant		6/15/16 – 6/14/18
	Vacant		6/15/16 – 6/14/19
1 CAH vacancy	Greg Schlanger	Art	6/15/16 – 6/14/19
1 COTS vacancy	Vacant		6/15/16 – 6/14/18

Exhibit D

- I. Membership and Procedures for Election
 - A. Membership

Membership of the Senate is prescribed in the Code, Section IV.B.
 - B. Nomination and election
 1. Senators and alternates (except non-tenure track faculty senators; see B.2 below) shall be nominated and elected during Winter quarter and the Senate [office](#) informed of results by ~~February 15~~ [January 31](#).
 2. Non-tenure track senators and alternates shall be nominated and elected during Spring quarter (see Code IV.B.1.a.iv).
 3. Only faculty members consenting to nomination shall be candidates.
 4. Elections shall be conducted by secret ballot.

Exhibit E

III. Senate Standing Committees

A. General Provisions

1. Rules concerning the creation of standing committees are set out in the Code, Section IV.D.2.
2. The powers and duties of the standing committees are set out in the Code, Section IV.D.1.
 - ~~3~~.i. Each standing committee shall consist of no fewer than five (5) faculty members. The Executive Committee shall endeavor to appoint these members and have them ratified by the Senate by ~~February 15th~~ [at the February meeting](#).
- ~~4~~.~~3~~. No faculty member may serve on more than one standing committee at a time.
- ~~5~~.~~4~~. Members may be appointed from among the general faculty, with proportional balance sought between the colleges. At least one (1) member of each standing committee should have served on the committee the previous year.
- ~~6~~.~~5~~. Term appointments for standing committees shall run three (3) consecutive academic years. A partial term of two (2) years or more shall be treated as a full term, while a partial term of less than two (2) years shall not be counted.
 - a. Continuous service on standing committees (whether the same committee or two different committees) shall be limited to no more than two (2) consecutive full terms.
 - b. Once a faculty member has served two (2) consecutive full terms, a minimum of three (3) years shall lapse before said faculty member may serve again on any standing committee.
 - c. However, if a vacancy on a committee cannot be filled by an eligible candidate by February 15th, the pool of candidates may be widened by waiving the restrictions stated in 6.a and 6.b.

Exhibit F

B. Organization and Procedures

1. Each year standing committees shall elect their own chairs from among the members of the committee. Each chair will serve as the liaison to the Executive Committee. If not a Senator, the chair becomes an ex officio member of the Senate without vote.
2. Each committee shall follow its established procedures manual for its meetings and activities, which shall be consistent with the Code or directions given by the Executive Committee. All changes in procedure suggested by any committee must be approved by the Senate before being adopted.
3. Standing committees shall report on their activities at each full Senate meeting monthly to the Senate or as otherwise directed by the Executive Committee.
4. Standing committees shall normally concern themselves with policy matters. These committees may refer general policy questions or issues relating to specific cases to the Executive Committee for consideration by any standing committee or committees or other interested groups or individuals. The committees will act on charges as presented by the Executive Committee. In addition, committees may initiate their own activities as desired, with approval by the Executive Committee.
5. Early in the Fall quarter of each year, each standing committee, except Academic Affairs, Curriculum and General Education, shall determine its schedule of meetings for that entire academic year. The schedule may be determined either at the committee's first meeting, or via communication between the committee members prior to the first meeting. Once the year's meeting schedule is determined, the chair shall ensure that the schedule is forwarded to the Senate Office. Academic Affairs, Curriculum and General Education committees will meet according to the established meeting day and time. The first meeting of each committee shall ordinarily occur before October 31st.
6. Any standing committee member who, in a single academic year, is absent for three (3) committee meetings, or for two (2) consecutive committee meetings, shall inform the committee chair of the reason for the absences. If the member in question does not provide such a reason, or if the chair deems the reason inadequate or if the member does not provide assurance that the absences will cease, the chair may ask the Executive Committee to move to have the member removed from the committee. Before making this request of the Executive Committee, the committee chair shall first endeavor to inform the member, in writing, of the chair's intention to request the ~~removal of the member's removal and inform the member this is the last opportunity to respond to the situation. If a majority vote in the Senate approves the removal, the committee seat shall be declared vacant. The committee chair shall then inform the former member's department or program in writing of the removal.~~ The Executive Committee will inform the member of the decision to remove them from the committee. The member will have ten (10) working days to respond to the Executive Committee. If there is no resolution to restore the member to the committee, then the seat shall be declared vacant. The Senate chair shall then inform the member's department(s) in writing of their removal.
7. If the committee's work is blocked or impaired by a member, the committee may take a secret ballot vote to decide if removal is recommended. This recommendation

- would be submitted in writing, with a detailed justification, to the Executive Committee for approval. In cases where the member in question is the committee chair or for reasons that would preclude a committee vote, any committee member may request the Executive Committee to investigate the situation and oversee a committee vote, if necessary. The Executive Committee will inform the member of the decision to remove them from the committee. The member will have ten (10) working days to respond to the Executive Committee. If there is no resolution to restore the member to the committee, then the seat shall be declared vacant. The Senate chair shall then inform the member's department(s) in writing of their removal.
8. If the Executive Committee recommends removal of the member in question, that member may appeal that removal to the full Senate. Senate may override the decision of the Executive Committee and restore membership.

Exhibit G

Section I. FACULTY RIGHTS AND RESPONSIBILITIES

B. Faculty Rights

All faculty members have the right to:

1. participate in faculty and university governance by means of a system of elected faculty representatives on committees and councils at the departmental, college, university, and Senate levels;
 - 1.a. Among the rights valued by the Senate is the right of any faculty member to speak on issues pertaining to his or her responsibilities. The Faculty Senate provides a protected environment in which faculty may engage in speech and actions (including voting) without fear of reprisal or admonition by their supervisors or administration.
2. be treated fairly and equitably and have protection against illegal and unconstitutional discrimination by the institution;
3. academic freedom as set forth in the 1940 Statement of Principles on Academic Freedom and Tenure, American Association of University Professors (AAUP) and Association of American Colleges, now the Association of American Colleges and Universities (AAC&U), with 1970 Interpretive Comments (AAUP), and the CBA;
4. access their official files, in accordance with the CBA.

Exhibit H

Section II. OTHER FACULTY APPOINTMENTS

B. Emeritus Faculty Appointments

1. Faculty, ~~as described in the CBA,~~ who are retiring from the university, may be retired with the honorary title of “emeritus” status ascribed to their highest attained rank or title. The emeritus status is recommended for a faculty members ~~whose~~ who have an excellent teaching, scholarly, and service record ~~is exemplary consistent for~~ with their appointments.
 - a. A normal requirement for appointment to the emeritus faculty is ten (10) years of full-time service as a member of the teaching faculty.
 - b. Any eligible faculty member may be nominated, including self-nomination, for emeritus status to the department chair. Nominations shall include a current vitae and may include letters of support.
 - c. A simple majority of the eligible faculty in a department as defined in II.A.1.d must approve the recommendation of emeritus status. Departments must adhere to the simple majority vote.
 - ~~1.d.~~ However, The BOT may grant emeritus status to any faculty member at their discretion.
2. Process:
 - a. The department chair will send the nomination to the college dean with a copy to the nominee. The dean will arrange for a department vote of all eligible faculty.
 - b. The college dean will then forward the nomination with a letter of support and the results of the faculty vote to the Provost. If the Provost approves, will then submit the nomination to the Board of Trustees for final approval.
- ~~2.3.~~ 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 the CBA are considered “volunteer hours.” These volunteer hours must be reported to the university payroll office by any emeritus faculty member every quarter for insurance purposes and for Department of Labor and Industries reporting.
- ~~3.4.~~ The emeritus status ascribed to the faculty member’s highest rank or title provides for the listing of their name in the university catalog, use of the library and other university facilities, and participation in academic, social and other faculty and university functions. In addition, emeritus faculty:
 - a. shall be issued staff cards and parking permits each year without charge, if budget permits;
 - b. shall have the same library and computer services, including an email account, as regular faculty;
 - c. shall receive university publications without charge;
 - d. shall qualify for faculty rates at university events, if available;
 - e. may be assigned an office, if space permits;
 - f. may have clerical support, if budget permits;
 - g. may serve on any committee in ex officio, advisory, or consulting capacity according to expertise and experience.

~~4.5~~. The BOT may grant the status of emeritus faculty posthumously to faculty members deceased during their term of service to the university. [See CWUP 2-30-240 regarding benefits extended to a surviving spouse.](#)

Exhibit I

Section IV. FACULTY SENATE

D. Committees

3. Authorization of Committees

The authorizing resolution or motion establishing any standing committee shall include, but is not limited to, language to establish the scope of the committee's charge, the length of time for which the committee will be in service, the number of members on the committee, and the length of term for which members will serve.

- a. The Executive Committee, with the approval of the Senate, may, at any time, amend the authorizing language of a standing committee.
 - b. The maximum length of time a standing committee shall be authorized by the Senate is four years, excepting those committees identified in D.1 above. The Senate may reauthorize a standing committee at the end of its term.
 - c. There shall be no limit to the number of times the Senate may reauthorize a standing committee.
4. The Executive Committee shall have the right to appoint ~~and remove~~ the members of all Senate standing, sub, and ad hoc committees with Senate approval.
 5. Terms of service for committee chairs shall be limited to six (6) consecutive years. A partial year shall be treated as a full year.
 6. All changes suggested by any committee must be approved by the Senate before being adopted.
 7. The Executive Committee shall nominate a faculty legislative representative to the president. Upon approval by the president, this nominee shall then be confirmed by the full Senate.
 8. The Executive Committee shall forward nominations for faculty positions on university standing committees to the Offices of the President and Provost. The provost or president shall make the final selections and appointments.

Exhibit J

Section V. ~~INQUIRY INTO DISPUTES AND SCHOLARLY MISCONDUCT~~ COMPLAINT POLICY AND PROCEDURES

A. Obligations

The university recognizes the right of faculty to express differences of opinion and to seek fair and timely resolutions of ~~disputes or allegations of scholarly misconduct~~ complaints. It is the policy of the university that such ~~disputes or allegations~~ complaints shall first be attempted to be settled informally and that all persons have the obligation to participate in good faith in the informal ~~resolution~~ complaint process before resorting to formal procedures. The university encourages open communication and resolution of such matters through the informal processes described herein. The university will not tolerate reprisals, retribution, harassment or discrimination against any person because of participation in this process. This section establishes an internal process to provide university faculty a prompt and efficient review and resolution of ~~disputes or allegations~~ complaints.

All university administrators shall be attentive to and counsel with faculty concerning disputes arising in areas over which the administrators have supervisory or other responsibilities, and shall to the best of their ability contribute to timely resolution of any dispute brought to them.

B. Definitions

1. ~~Dispute~~ Complainant(s): ~~A claim which occurs when a faculty member considers that any programmatic required activity or behavior, including actions or inactions by others, is unjust, inequitable, contrary to university regulations or policies, or a hindrance to effective faculty performance and student learning. An individual or group representative making the complaint.~~
2. ~~Misconduct~~ Respondent(s): ~~Fabrication, falsification, plagiarism or other practices that seriously deviate from those commonly accepted within the scholarly community for proposing, conducting or reporting scholarly activities including research. It does not include honest error or differences in interpretation of data or in judgments. An individual or entity against whom the complaint is being made. A respondent could be an academic department, a member of the faculty, staff, an administrative unit, or a member of the administration.~~
3. ~~Eligible Faculty Member~~ Complaint: ~~Eligible faculty include tenured and tenure-track faculty, and full-time non-tenure-track faculty or those who are senior lecturers. An allegation made by a complainant(s) that the respondent(s) has violated the faculty code or policies under the Faculty Senate purview.~~
4. ~~Parties~~: ~~The parties to the proceedings as described in this section shall be: in the case of an informal dispute resolution, the complaining faculty member and any other persons whose action or inaction caused or contributed to the incident or conditions which gave~~

~~rise to the dispute; in the case of an inquiry into an allegation of scholarly misconduct, the accused faculty member(s) and the accuser(s) (who may or may not be faculty); and in both cases, any administrator whose participation may be required in implementing a resolution or finding.~~

C. Scope

1. ~~This procedure delineates an appeal and resolution process appropriate for disagreements or conflicts involving faculty that fall outside the CBA or other university policies. Issues covered by this policy include, but are not limited to~~ Jurisdiction: The purpose of the complaint policy and procedure is to provide a means by which (a) complainant(s) may pursue a complaint against a respondent(s) for alleged violations of the code and policies that fall under the Faculty Senate purview. A complainant may file a complaint that asserts a violation of the following code, policies, and/or standards:
 - a. ~~disputes between faculty members on issues of collegiality, professionalism, civility, etc.;~~ Curriculum Policy and Procedures (CWUP 5-50 and CWUR 2-50)
 - b. ~~disputes between administration and faculty regarding the grade of a student or other matters pertaining to classroom management and instruction;~~ Academic Policies, Standards, and Organizational Structures (CWUP 5-90 and CWUR 2-90)
 - c. ~~matters of academic policy administration (cf. CWUP 5-90);~~ Evaluation and Assessment
 - d. ~~allegations of scholarly misconduct made against any faculty member.~~ General Education (CWUP 5-100)
 - e. Budget and Planning
 - f. Professionalism
 - g. Professional Ethics (Faculty Code Appendix A)
 - ~~d.~~h. Scholarly Misconduct
2. Exclusions: Should the Senate receive a complaint involving the following exclusions, the complaint will be returned to the complainant(s).
 - a. Civil rights complaints properly addressed under the process provided in ~~Part 2.2 CWUP 2-35 of the General University Policies Manual.~~
 - b. Matters subject to the grievance process contained in the CBA, ~~which includes~~ including allegations of violations of the terms of the CBA.
 - c. Matters subject to the complaint process contained in the CBA ~~which involve~~ including substantive academic judgments in matters of workload, reappointment, promotion, tenure, and post-tenure review.

~~D. The Faculty Disputes and Allegations Committee (FDAC)~~

~~1. Composition~~

- a. ~~The FDAC shall consist of three (3) faculty members who shall elect their own chair. At least three (3) and not more than six (6) alternate members shall also be selected, at the same time and in the same manner as the regular members, and be possessed of the same powers and subject to the same restrictions as regular members. Alternate members shall serve in the place of regular members in the event that a regular member, prior to any hearing or consideration of an issue,~~

~~disqualifies himself or herself for any reason, resigns or is otherwise unable to serve as a member of the FDAC. The order of service of alternate members shall be determined by the chair of the committee.~~

~~b. Any tenured member of the faculty is eligible to serve on the FDAC, with the exception of chief administrators, including but not limited to the president, provost, deans, and associate deans. Membership on the senate shall not be required for eligibility. No two (2) members or alternates shall be from the same department.~~

~~e. Members and alternates of the FDAC shall be appointed by the Executive Committee and ratified by the Senate at the last regular meeting of each academic year. For a single individual appointed to the FDAC, a term appointment shall run three (3) calendar years, whether the individual is a member or an alternate (or both, in succession). Terms shall begin September 15. Service on the committee shall be treated as service on a Senate standing committee, and thus shall be subject to the provisions of the Bylaws III.A.5. An individual may thus serve no more than two (2) successive terms. A partial term of two (2) years or more shall be treated as a full term, while a partial term of less than two (2) years shall not be counted. Terms shall be staggered so that only one position will need to be filled in any one year for both member and alternate. When the original appointee is unable to complete the full term of office, an alternate shall complete the remainder of that three-year term, and a replacement alternate shall be appointed and ratified immediately to complete the remainder of the alternate's term.~~

~~2. Powers and Duties (General)~~

~~The FDAC shall have the following powers and duties:~~

~~a. to select a chair at its first meeting and establish rules or procedures for the resolution of disputes and for inquiry into allegations of scholarly misconduct, provided that such rules or procedures are fair, are informal and are not inconsistent with provisions of the Code, the CBA, or other university policies;~~

~~b. to perform the functions assigned to it by the Code;~~

~~c. to attempt to resolve by informal means any specific disputes or conflicts concerning members of the faculty as defined in Article 2.2 of the CBA;~~

~~d. to determine whether an action or decision, as outlined in the petition, of any faculty body, faculty member or university official complained of by the petitioner was the result of adequate consideration of all the relevant facts and circumstances, and to determine whether required policies and procedures of the university were followed;~~

~~e. to decide whether an informal hearing is warranted by the determination described in (d) above;~~

~~f. to recommend policy questions or issues, following or as part of its resolution of specific disputes or conflicts, to the attention of the president of the university or other appropriate administrators, and the Executive Committee for further consideration by any Senate standing committees.~~

~~E. Dispute Resolution Procedure~~

- ~~1. The dispute resolution procedure hereinafter described is open to all faculty members who feel aggrieved in any matter or who believe that another faculty member has committed scholarly misconduct. The FDAC may accept a petition for review from a group of faculty members when substantially similar or identical complaints are made. The FDAC shall decide the issue of similarity and identity of complaints.~~
- ~~2. The following steps shall constitute the procedure for dispute resolution and for inquiry into alleged scholarly misconduct.
 - ~~a. Prior to petitioning the FDAC for a hearing, the complaining faculty member or, in the case of a group complaint, representatives chosen by the group, shall discuss the complaint or allegation with the dean or member of the university administration having direct responsibility for the area of concern, whenever practical. (It is acknowledged that the nature of some disputes or allegations precludes such a step.) Both parties shall make a good faith effort to settle the dispute or to reach an acceptable explanation for the alleged misconduct.~~
 - ~~b. If no mutually acceptable resolution of the dispute or explanation of the alleged misconduct can be reached through discussion with the appropriate dean or university administrator, the complaining faculty member or group may petition the FDAC for an informal hearing within 30 days of the termination of discussion. The petition shall be sealed, addressed to the FDAC and delivered to the office of the Senate, which shall deliver the petition to all members of the committee within five (5) working days after receiving it. The petition shall set forth in writing and in reasonable detail the nature of the dispute or allegation, shall state against whom the complaint is directed, and in the case of a dispute, the relief sought. The petition may contain any information that the petitioner deems pertinent to the case. The petition may be revised or withdrawn by the petitioner at any time prior to the committee's decision on whether or not to hold an informal hearing, but thereafter, only with the permission of the committee.~~
 - ~~c. The FDAC shall meet and review the dispute or allegation presented to it. It shall decide whether the issue warrants an informal hearing and shall establish rules or procedures for the handling of the complaint.~~
 - ~~d. The chair of the FDAC shall schedule a meeting with the faculty member(s), an appropriate representative of the administration, and a representative of the United Faculty of Central to discuss the FDAC's determination and to discuss the next appropriate step(s) for dispute resolution or inquiry into the alleged misconduct. If, in the opinion of the FDAC following its review and the subsequent discussion, a settlement is not possible, the committee shall decide by vote whether or not the facts merit an informal hearing. The committee's decision of cause or no cause for an informal hearing shall be issued in writing within twenty (20) working days of the delivery of the petition to the office of the Senate. If a regular academic session is scheduled to end before the expiration of such time, the committee shall have twenty (20) working days commencing with the first day of instruction of the next succeeding regular academic session to issue its decision.~~
 - ~~e. The FDAC shall issue a written opinion stating its findings and recommendations. The opinion shall be presented to the parties, the president of~~~~

the university (or the chair of the BOT in the event the president is a party to the dispute or alleged misconduct), and to the Senate chair. It may be circulated more widely if in the judgment of the FDAC a matter of university-wide policy is involved.

f. ~~All decisions of the FDAC, including the decision whether to grant an informal hearing, shall be by a majority vote of all the members of the committee.~~

F. ~~Informal Hearing Procedure~~

- ~~1. In the event the FDAC decides to conduct an informal hearing, the chair shall notify the involved parties as soon as possible after the committee's decision. The notice shall state the date, time and place of the hearing and shall include a copy of the petition filed with the committee. The informal hearing shall be held not less than ten (10) days from the mailing of the notice of the hearing to the parties; unless all of the parties, with the consent of the chair of the committee, agree to shorten the time to less than ten (10) days.~~
- ~~2. The FDAC may rule at any time prior to commencement of the hearing that it is unnecessary to hold an informal hearing.~~
- ~~3. The informal hearing review shall be conducted as expeditiously as possible and on successive days if possible.~~
- ~~4. The parties to the case, and any others the FDAC deems necessary for the review, shall make themselves available to appear at the hearing unless they can verify to the committee that their absence is unavoidable.~~
- ~~5. Members of the FDAC shall remove themselves from the case if they deem themselves biased or have a personal interest in its outcome. FDAC members of the same department as the parties to the case shall not serve at the hearing. Within ten (10) working days following the mailing of notice of the hearing to the parties, each party shall have the privilege of one challenge of the FDAC's membership without stated cause and unlimited challenges for stated bias or interest. A majority of the FDAC membership must be satisfied that the member challenged for cause cannot hear the issue impartially before the member is disqualified.~~
- ~~6. In informal hearings, petitioners shall be permitted to have with them a faculty member of their own choosing to act as advisor and counsel.~~
- ~~7. Any legal opinion or interpretation given to the FDAC may be shared with all parties to the case.~~
- ~~8. Informal hearings shall be closed to all except those personnel directly involved. All statements, testimony and all other evidence given at the informal hearing shall be confidential to the extent allowed by law.~~
- ~~9. The FDAC shall file its findings and recommendations with the president of the university within ten (10) working days after the conclusion of the informal hearing. There shall be no review by the Senate.~~
- ~~10. Within ten (10) working days of the receipt of the FDAC's findings and recommendations, the president or the president's designee shall inform all parties to the case, the chair of the FDAC and the 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 unavailability of the president and/or~~

~~appropriate legal counsel, an extension to twenty (20) working days may be agreed upon by the parties involved.~~

- ~~11. Faculty members who disagree with the final decision in the informal hearing procedure maintain their rights to seek review by other appropriate agencies (e.g. UFC, Ombuds Office, civil court, etc.).~~
- ~~12. In the event that a petition is filed during official holidays or summer break, the notice provisions of this section shall become applicable beginning the first class day after the holiday or summer break. The FDAC may, at its discretion, hear a petition within that holiday or summer break period. In such cases, the notice provisions of this section become effective as of the date the petition is filed.~~

D. Complaint Process

1. Prior to submitting a formal complaint to the Senate, complainant(s) are strongly encouraged to make a good faith effort to discuss the complaint with the dean or member of the university administration having direct responsibility for the area of concern. It is acknowledged that the nature of some complaints precludes such a step. If no mutually acceptable resolution of the complaint can be reached, complainant(s) may file a formal written complaint with the Senate for review.
2. A complainant(s) filing a complaint should first consult Section V Complaint Policy and Procedures, and meet with the Faculty Senate Chair. The Chairperson will advise the complaint(s) about the Senate's jurisdiction and the complaint process.
3. To initiate a formal complaint, complainant(s) must complete, sign, and submit the Complaint Form located on the Faculty Senate website, which includes the following mandatory elements.
 - a. Concise statement identifying the complaint(s) with contact information.
 - b. Concise statement identifying the respondent(s) with contact information.
 - c. Basis for seeking a review by the Faculty Senate.
 - d. Each and every specific section of the code, policies, and/or standards that was allegedly violated.
 - e. Supporting documentation pertinent or referred to in the complaint to substantiate the alleged code, policies, and/or standards violations.
 - f. Summary of the complaint with a description of the issue giving rise to the complaint.
 - g. Concise statement on how the alleged conduct of the respondent(s) violated the code, policies, and/or standards.
 - h. Concise statement of the negative effect that the alleged violation has had on complainant(s).
 - i. Reasonable outcomes that would resolve this situation.
 - j. Summary of efforts to resolve this complaint.
4. The complainant(s) shall submit the completed Complaint Form and supporting documents in both electronic and hard copy forms to the Senate Office addressed to the Faculty Senate Executive Committee (EC).
5. Complaints are not confidential. Elements of this complaint may be released as needed at the discretion of the Faculty Senate Executive Committee.

6. The complaint will be delivered to all members of the EC at the next scheduled EC meeting. The EC has the primary responsibility to ensure and to arrange an appropriate review by applicable committees. The EC will conduct an initial review of the complaint within 10 business days during the academic year to determine:
 - a. Whether the complaint falls within the Senate's purview. If not, the EC will return the complaint to the complainant(s) with recommendations as to the appropriate avenue for resolution to the complaint.
 - b. Whether the complaint package is complete. If incomplete, the EC may request the complainant(s) to revise and resubmit the complaint.
7. Depending on the basis for complaint, the EC will charge the appropriate Senate standing committee(s) or at its discretion may decide to form an ad hoc committee to review the complaint. The assigned committee shall write an opinion specifically addressing the alleged policy and code violations. The committee(s) will be given specific parameters to work with and shall be required to consider all application of the code and policies.
8. The EC will determine the membership of the ad hoc committee, and will not include members who may have a real or perceived conflict of interest. The ad hoc committee shall consist of at least three tenured faculty members. The EC may invite other representatives ~~from Faculty Relations~~, depending on the basis nature of the complaint. (e.g., professionalism).
9. The committees charged with the complaint review shall receive a copy of the complaint and start their review at the next regularly scheduled meeting. The committee shall have the right to call and question complainant(s) and respondent(s). The respondent(s) will be given an opportunity to present their written response to the complaint along with evidence. The Committee(s) shall make every effort to complete its review, make a determination, and report its findings and recommendations, in writing, to the EC for its consideration and action, within 20 business days. This period may be extended at the discretion of the EC. As a result of their review, the committee(s) shall determine one of the following findings:
 - a. No violation
 - b. Clear violation
 - c. Possible violation
10. The committee's report based on the assigned charges should be specific, and shall include the substantiating basis for each finding and the evidence supporting their recommendation.
11. The EC will review the committee's opinion along with its findings and recommendations. The EC will prepare a summary statement. If evidence was found there were violations of code and policies, the EC will determine the consequences, which could be in the form of:
 - a. A Motion of Censure
 - b. A Motion of Resolution
 - c. A Motion to officially enter the action in the Senate records

12. The EC shall forward the final summary and actions to the member of the university administration having direct responsibility for the area of complaint, along with the Provost, President, and other parties as relevant.

Exhibit K

Section VI. VOTE OF NO CONFIDENCE

- A. Votes of no confidence are typically used by assemblies to express a lack of support for an administrator. At Central Washington University, in order for such a vote to be conducted, the Faculty Senate must pass a motion to charge the Executive Committee with the task of conducting the vote. Once this motion is passed, the Executive Committee will be charged to conduct the vote of the faculty (See I.A) according to the language stipulated in the motion.
- B. Motions For a Vote of No Confidence
 1. May be brought by any voting member of the Faculty Senate in writing as a resolution.
 2. Must articulate the following:
 - a. Subject of the vote.
 - b. Voting period.
 - c. Ballot language.
- C. Scope
 1. Faculty Senate vote of no confidence should be reserved for faculty and administrators in supervisory positions at the college or university level.
 2. Any unstipulated conditions of the no confidence vote will be decided by the Faculty Senate Executive Committee.
- D. Results and Dissemination
 1. Results, in the form of vote counts, will be made public from the Faculty Senate office.
 2. Results of the no confidence vote will be reported to the President of the University and the Board of Trustees.