

## **Report of the Ad Hoc Academic Policies Review Committee February 10, 2015**

**Charge to the Committee:** the Ad Hoc Academic Policies Review Committee shall:

1. review the Faculty Handbook and recommend modifications to make the handbook consistent with existing senate and university policies; to align the content of the Handbook with the 2014-2017 Collective Bargaining Agreement where appropriate; to recommend removal from the handbook academic policies that do not directly impact faculty and will be recorded on the University academic policies home site.
2. review and recommend modifications to existing academic policies to ensure all academic policies are current and consistent including the elimination of passages that may cause certain policies to become dated.

To that end, the Committee shall work with the Faculty Senate Executive Committee, Senate Undergraduate Academic Policies Committee, the Senate Undergraduate Curriculum Committee, the Office of Curriculum and Instruction, and the Office of the Provost to identify policies and related documents that need modifications. The committee will forward their recommendations to the Faculty President prior to the February 2015 meeting of the Faculty Senate Executive Committee

### **Committee Membership**

Carol Loranger Chair  
Miryoun Lee BSOM  
Pratik Parikh CECS  
Maggie Veres CEHS  
Sally DeThomas COLA  
Sherrill Smith CONH (co-chair)  
Audrey McGowin COSM  
Inder Khera RSCOB  
Wendy Dragon SOPP  
Mary Holland Registrar  
Rudy Fichtenbaum  
Steven Berberich  
Thomas Sudkamp

### **Report**

The Committee reviewed both the Faculty Handbook and the Academic Policies published to WSU's Academic Affairs web page. Where policies appeared without approval dates, these were researched and are being added. Where superseded policies appeared these were replaced by the most recent Senate-approved policy. Where quarter language existed it was replaced with semester language in policies that needed no further revision (We are continuing to remove semester language in policies requiring revision). In doing so, the Committee discovered that a breakdown had occurred in policies reporting dating back several years: Senate-approved policies had been hand carried to the Provost for approval, but not consistently tracked back for publication to the web. As a result, many policies approved in recent years had a web presence only on the UCAPC website, in versions that did not reflect any modification or amendment that may have occurred on the Senate floor. The Committee relied heavily on Mr. Bryan Nethers, administrative specialist in the Faculty office to research Senate minutes for the final approved copy of policy, which it then published to the web. The Committee has worked with Mr. Nethers to establish a tracking and reporting protocol for all approved policy.

The Committee drafted revised language to bring the Faculty Handbook into conformity with the Collective Bargaining Agreement. Wherever possible, the Committee proposed modifications to existing policies, which were approved by the UAPC in January and February and have been put before the Senate as new business for its February meeting. These include Student Evaluation of Instruction, Final Examinations, Academic Freedom and Professional Responsibilities, Promotion and Tenure, and Promotion from Lecturer to Senior Lecturer.

The Committee drafted revised language for three academic policies to either bring them in line with a semester calendar or to clarify expectations or bring them into alignment with other policies. These have been reviewed and approved by the UAPC to be put before Faculty Senate as new business for its February meeting. These include Academic Dismissal and Readmission, Grading System, and Transfer Credit for Military Training. A fourth policy governing Course Addition, Modification, Deletion and Sunsetting, was developed to streamline multiple existing policies and to reflect current practice with workflow and committee structures. Additional language was added to strengthen Faculty Senate oversight over curricular offerings in an entrepreneurial era.

The Committee also discovered that many policies past and present have been housed both in the Faculty Handbook and elsewhere on the WSU web, leading to breakdown in the publishing of revised policies, or apparent duplication of policies, for example, the Faculty Handbook contained an out-of-date "Second Degree Policy" which had been replaced in 2013 with the Multiple Undergraduate Degree Policy. The Committee **has formulated recommendations for publishing policies, below.**

The Committee further discovered that the dating of approvals at the Senate and Provost level was inconsistently formatted, if it appeared at all. The Committee asked Mr. Nethers to research approval dates and to supply missing dates to the web-published policies. The Committee also agreed upon a standard format for dating, which will be used for future approved policies. The Committee discovered that some policies had not undergone review since the 1990s, including, at least one policy that included language mandating periodic review. The Committee has **formulated recommendations for regular review, revision and/or reaffirmation of policies, below.**

Finally, the Committee encountered areas where policies in the Faculty Handbook effectively covered no faculty or which specifically excluded the only university faculty not covered by the Collective Bargaining Agreement. The Committee also encountered potential problems with the definition of "affiliated faculty" in the Faculty Constitution. The Committee deemed these beyond its scope. **Recommendations to the Senate for future action on these are below.**

### **Recommendations**

1. That Faculty Senate collaborate with Office of the Provost develop a single, coherent and rationally numbered and searchable policy web incorporating academic and other Senate policies with other university policies with links to appropriate documents and process statements for each policy. This will have the effect of removing duplicative statements of Policy on the WSU web and will help prevent the creation of contradictory statements of policy or the retention of outdated policy.
2. As many policies owned by the Senate which apply to non-bargaining unit faculty should be reviewed and updated when a new CBA is ratified, that Senate request that the Provost work with the faculty union to place the CBA online in a fully searchable and easily located document housed on the WSU website.

3. That the Undergraduate Academic Policies Committee review all academic policies that fall under Senate purview every five years from most recent approval date in order to update, revise or reaffirm as needed. Additionally, that the Office of the Provost submit to the UAPC notification of changes in the CBA governing Academic Freedom, Faculty Rights and Responsibilities, and Teaching, so that it may review, revise or reaffirm such policies as affect faculty not covered by the CBAs (department chairs, faculty in SoPP and BSoM, etc.).

4. That the Faculty Senate convene the Quadrennial Review Committee to address the following:

- to immediately implement recommendation from the last Quadrennial Review Committee to remove the Faculty Affairs Committee (Section 8.C.5) renumbering the subsequent portions of Article III, Section 8, as the NTE CBA has been approved rendering this committee moot.
- to revise Article II, Section 1 Membership to address problems with terminology regarding Membership of the University Faculty, specifically:
  - Status of Visiting professor, who are currently treated as bargaining unit faculty by the TET CBA, yet are not members of the University Faculty for the purposes of voting and serving on Faculty Senate. Should they be? If not, should Instructors be, since they similarly have no expectation of being retained after 5 years?
  - Definition of “Fully-affiliated” / “partially-affiliated.” These terms do not have institutional currency. If they are intended to indicate visiting faculty and SoPP or BSoM faculty they are not successful. QRC should research other institutions’ handling of membership definitions.
- To Incorporate language acknowledging the faculty status of faculty administrators while simultaneously identifying the positions that should prevent them from serving on Faculty Senate or voting for Faculty Senators

5. That the following policies in the Faculty Handbook, which currently apply to no faculty be rescinded immediately: Appointment, Promotion and Termination of Faculty in Non-tenure Track Positions, Faculty Rights and Responsibilities (the 2005 policy, not the Handbook section), Annual Faculty Evaluation, Outside Employment, Due Process Mechanism, Salary Inequity Appeal Procedure, Discipline, and Parental Accommodation.

6. As SoPP Faculty and BSoM faculty, have been specifically excluded from the policy statements listed in Recommendation 5 above, that the Faculty Senate convene a committee representing these faculty groups and work with the Provost to review existing policies in these units and to develop as needed policies that protect these faculty in the areas of Appointment, Promotion and Termination of Faculty in Non-tenure Track Positions, Faculty Rights and Responsibilities (the 2005 policy, not the Handbook section), Annual Faculty Evaluation, Due Process Mechanism, Salary Inequity Appeal Procedure, Discipline, and Parental Accommodation.

7. That the Senate work with the Provost to develop Policies on Outside Employment, Salary Inequity Appeal, Due Process Mechanism, and Parental Accommodation that apply to department chairs and other faculty with administrative duties that remove them from the bargaining unit.

8. As the **Faculty Workload** policy in the Faculty Handbook currently applies to no faculty, that the Senate add the phrase “Applies to all not covered under collective bargaining” at the top of the policy

and that the Senate fast-track this seriously out of date policy (created in 1994 and never reviewed, despite language under “Implementation” calling for periodic review) for revision as soon as the 2015 review of the current CBA workload policy for TETs and NTEFS is completed.

9. That the Senate review and formulate policy on Writing Across the Curriculum. An undated and brief statement of goals appears in the Faculty Handbook. Unsigned, it is not clear that the Faculty own this or have a policy regarding WAC Recommend a subcommittee be formed to review and formulate a current, coherent and powerful policy.