

FACULTY AGENDA ITEM NO 17-5

Date: *February 20, 2017*

Submitted by: *Dr. JuliAnn Mazachek, Interim Vice President for Academic Affairs*

SUBJECT: *Faculty Handbook Committee—Creation of a Standing Advisory Committee*

Description: With the effort to continuously improve and govern, it is recommended the ad hoc Faculty Handbook Committee should be a University standing advisory committee. Changing the function and accountability of this committee will better serve the University shared governance process.

Rationale: The Faculty Handbook was drafted more than forty years ago and has been revised and modified several times since then; however it has not been reviewed in its totality for uniformity, clarity and cohesiveness through all sections. Changes were sometimes made without checking for cross-references, and some employment policies are unnecessarily described in the Faculty Handbook as well as in the Washburn University Policies, Regulation and Procedures Manual (WUPRPM) that applies to all employees. The Faculty Handbook should not replace the WUPRPM, but should complement it by addressing areas that are specific to faculty.

From this committee, revisions and clarifications have gone through the faculty governance process that have clarified many issues. As we are committed to the continuous improvement of the Faculty Handbook, it is clear this ad hoc committee needs to become a standing advisory committee within the shared governance process.

Proposed language:

Mission/Charter: The Faculty Handbook Committee shall be a standing advisory committee with the purpose of 1) reviewing the Faculty Handbook in a logical and timely fashion, 2) considering suggestions made for modifications to the handbook 3) evaluating new policy recommendations prior to implementation, 4) creating new policies/procedures in response to developments in the legal environment, 5) reviewing policies for possible elimination of practices/rules/guidelines if inconsistent with the current higher education environment, and 6) recommending any of the revisions, modifications or amendments to the handbook through the shared governance process to the President.

The committee is charged with reviewing at least one portion of the handbook every semester to identify and determine necessary changes/modifications needed, if any. Additionally, the committee should address any pertinent changes in a timely manner.

The core membership will include 5 faculty members one from each of the major academic units appointed by their respective Dean, 2 senate representatives (appointed by faculty senate, normally in the senator's first term), one library representative (dean or dean's designee), 5 academic

deans/designee, University Counsel (ex-officio and non-voting) and VPAA/designee (ex-officio and voting if tie-breaker is needed). Designated faculty members from the five major academic units will serve three- year terms and are limited to two successive terms. The Vice President for Academic Affairs or VPAA designee will serve as chairperson. Other administrators and faculty will be invited to participate in meetings when subsets within sections require additional input.

All policy or substantive changes recommended by the committee will proceed to the Faculty Senate President who will make the determination whether the agenda item should be reviewed and acted upon by the Academic Affairs Committee, the Faculty Affairs Committee, or Graduate Council prior to sending it to the Faculty Senate. Should the Faculty Affairs Committee generate a faculty handbook idea and develop the agenda item, this item will then be submitted to the Faculty Handbook Committee for review and recommendation to the Faculty Senate. Other faculty/administrators can offer ideas/agenda items to the Faculty Handbook committee. This committee will complete the research, and develop an agenda item to be forwarded to Faculty Senate for the governance process as stated above.

This committee will be granted the authority to ensure the Faculty Handbook has consistent titles, formatting, dates and language throughout. Such editorial changes are not considered substantive and as such will move forward as information items to the Faculty Senate.

Financial Implications: No costs involved in moving from an ad hoc committee to a standing committee.

Proposed Effective Date: *Fall 2017*

Request for Action: *Approval by AAC/FAC/FS/ Gen Fac, etc*

Approved by:

FAC on 2/27/17

Faculty Senate on 3/6/17

Gen Fac on date

Attachments Yes No