University of Washington
Faculty Council on Faculty Affairs
October 27, 2020
11:00 a.m. – 12:30 p.m.
Zoom

Meeting Synopsis:

1. Call to order
2. Announcements
3. Review of the minutes from October 13, 2020
4. Proposed Class A legislation to remove Senior Lecturer and Research Associate from the code
5. Proposed Class A legislation to reduce voting time for Class A and Class B legislation (attachment)
6. FCWA’s proposed Class C resolution regarding caregivers (please review at https://docs.google.com/document/d/1YV7c-vLJMko3hlGQae-1_2shqKgj3gWtDWlZPVT0k/edit?usp=sharing)
7. Contract limits for Clinical faculty (Gautham Reddy, guest)
8. Good of the Order
9. Adjourn

1. Call to order

The meeting was called to order at 11:01 a.m.

2. Announcements

Chair Lee provided an update on the issue of NETIDs for part-time lecturers. He attended a meeting of the faculty IT advisory group and discussed what would be involved to solve this issue. A suggestion was to make the NETID automatically reinstated or continued if a part-time lecturer has a confirmed future contract, regardless of when it starts, and also to give departments the option to reinstate or extend an individual’s NETID even if they have no confirmed future contract. IT will investigate if this can be done as a technical fix or if it will require policy decisions.

The class A legislation on subcommittees for P&T went to the Senate. It received a small amendment but passed overwhelmingly.

Last year, due to changes to the code in response to federal regulations, the SEC established a taskforce to make recommendations to fix the process for making housekeeping revisions. COVID-19 halted much of what the taskforce aimed to address. FCFA will be taking over this work and a taskforce will be established within the council. The previous taskforce recommended the scope of housekeeping be expanded to address legal issues which need to be changed for compliance. Changes, even small ones, would go to the SEC for immediate approval and then the senate for full vote. The taskforce will include Mike Townsend, Jacob Vigdor, and Jim Gregory. The council will expect a recommendation or issues for discussion in the next few weeks.

3. Review of the minutes from October 13, 2020

The minutes from October 13, 2020 were approved as written.

4. Proposed Class A legislation to remove Senior Lecturer and Research Associate from the code
Chair Lee shared a draft amendment combining the previous two legislations for removing specific faculty titles (Exhibit 1). Voting rights for temporary full-time lecturers were also recommended for removal. The council agreed to make changes reflecting an immediate operative date for changes in faculty titles and a later operative date for voting rights.

The council voted to approve this legislation for senate review.

5. Proposed Class A legislation to reduce voting time for Class A and Class B legislation
   (attachment)

The council viewed draft legislation proposing a reduction in the time limit for faculty objections to Class B legislation from 2 weeks to 1 week, and a reduction in the time limit for faculty votes on Class A legislation from 3 weeks to 2 weeks.

Council members noted their concern that some faculty may miss their chance to vote. A member asked for clarification on the difference between ‘calendar days’ and ‘days’ within the code. Members mentioned they prefer to not change the timelines.

The council voted to not change Class B timelines. The council voted to approve the Class A voting timeline change from 21 days to 14 days.

A member also asked about standardizing in the code for reminders prior to voting deadlines. The chair will return to the council with an amendment to clarify between ‘days’ and ‘calendar days’ and voting reminders.

6. FCWA’s proposed Class C resolution regarding caregivers (please review at
   https://docs.google.com/document/d/1YV7c-vLJMkob3hlQae-I2shqKgj3gWtDWlZPVT0k0/edit?usp=sharing)

The Faculty Council on Women in Academia had asked FCFA to review a draft of their Class C resolution.

Council members were asked to officially endorse the legislation with the suggested amendments. Members were hesitant to endorse the legislation before reviewing a definitive edition and noted their concern regarding feasibility of a 50% faculty workload. Chair Lee will ask FCWA to join their next council meeting and distribute a finalized version for council review.

The faculty senate is interested in highlighting these equity statements and expects faculty councils to discuss these issues. FCFA is interested in endorsing the legislation after reviewing a final copy.

7. Contract limits for Clinical faculty (Gautham Reddy, guest)

Gautham Reddy (FCMA chair) and Anneliese Schleyer (UW School of Medicine) discussed with the council a proposed change of term appointments for UW salaried clinical faculty.

They noted clinical faculty play an essential role in the COVID-19 pandemic response. Now is a good opportunity to recognize this role by recommending the expansion of term limits up to 5 years. There would be a distinction between salaried and non-salaried clinical faculty. Physicians stuck on 1-year contracts cause difficulties in recruitment and retention.

A member noted that changing to a 5-year term would impact recruitment processes, causing all clinical faculty searches to follow a rigorous competitive search process rather than their current 1-year hiring
method. The School of Medicine’s needs have continuously evolved and expanded this clinical faculty category.

Council members suggested a discussion with the Provost office to issue guidelines noting clinical faculty members can only have multi-year contracts if they were competitively hired, but that competitive searches would not be required for one-year contracts. The council may need to consider more information about how clinical faculty are used in their departments. The Provost office would likely be adamant about competitive searches for multi-year contracts. Reddy and Schleyer emphasized a competitive search would not limit the current number of applicants, despite the meticulous method.

Chair Lee will consult with the Provost office to determine a mechanism for this process and receive guidance on competitive recruitment of multi-year salaried clinical faculty contracts, as they would like to have this change affect only multi-year contracts.

8. Good of the Order

Nothing was stated.

9. Adjourn

The meeting was adjourned at 12:32 pm.

Minutes by Alexandra Portillo, faculty council analyst, xanport@uw.edu

Present:

**Faculty Code Section 21-61 A:** Megan Callow, Jeremy Davis, James Gregory, Aaron Katz, Jack Lee (chair), Jacob Vigdor, Teresa Ward, Mary Pat Wenderoth

**Faculty Code Section 21-61 B:** Mičeal Vaughan, Cass Hartnet

**President’s designee:** Cheryl Cameron

**Guests:** Mike Townsend, Gautham Reddy, Anneliese Schleyer

Absent:

**Faculty Code Section 21-61 A:** Karam Dana

**Faculty Code Section 21-61 B:** Jennette Kachmar, Xin Ying Hsu

Exhibits

Exhibit 1 – Code Revisions - Title Cleanup
Exhibit 2 – Class A - voting time limits
Exhibit 3 – Class A - clinical appointment lengths
Proposed Amendments to the Faculty Code: Title Cleanup

On October XX, 2020, the Faculty Council on Faculty Affairs approved the following proposed Class A legislation for submission to the faculty senate.

Background and Rationale

There are three faculty titles in the code that do not reflect current practice: Research Associate, Senior Lecturer, and Full-Time Lecturer. This is a minor revision of the code to bring it in line with current practice.

What We Propose to Do

1. **Delete the Research Associate title:** The union contract for postdoctoral scholars made this title obsolete, so we are proposing to remove all references to it from the code.
2. **Delete the Senior Lecturer title:** As a result of the faculty vote to establish the Teaching Professor titles last year, all Senior Lecturers who were either full-time or on annual contracts at 50% FTE or more were converted to Associate Teaching Professors. However, there were a few part-time Senior Lecturers hired at less than 50% who were not converted, so we left that title in the code. As of now, there are no longer any faculty members with that title, and no further hires will be made with that title, so we are proposing to remove all references to it from the code.
3. **Eliminate voting rights for Temporary Full-time Lecturers:** All full-time lecturers have been converted to Assistant Teaching Professors except those designated by the Office of Academic Personnel as “Lecturer Full-Time Temporary.” This is a job title that can be conferred without a competitive search, intended to address unanticipated short-term instructional needs. Individuals with this title are limited to annual appointments for up to 3 consecutive years. It never made much sense for individuals with this title to be given voting rights, but the faculty code did not distinguish between temporary and non-temporary full-time lecturers. Now that the only remaining full-time lecturers are in the “temporary” category, we propose to remove voting rights from this title.

Operative Date of This Legislation

This proposal stipulates that the amendments will become operative on September 16, 2021. This is because temporary full-time lecturers already serving on full-year contracts might have been hired with the understanding that they would have voting rights. This legislation keeps those voting rights in place through the end of current contracts, but eliminates them for any future contracts.

The Proposed Class A Legislation:

Be it resolved by the Faculty Senate to submit to the faculty for approval or rejection:

1. That Chapters 21, 24, and 25 of the Faculty Code be amended to read as shown below.
2. That these amendments to the Faculty Code shall become operative on September 16, 2021.

Chapter 21

Organization of the University Faculty

Section 21-31 Membership in the Faculty

The University faculty consists of:

- The President,
- The Provost,
- The professors,
- The associate professors,
- The assistant professors,
• The senior lecturers and senior artists in residence,
• The professors of practice,
• The lecturers and artists in residence,
• The instructors,
• The teaching and research associates,

whether serving under visiting, acting, research, teaching, clinical, or affiliate appointment, whether serving part-time or full-time, and whether serving in an active or emeritus capacity. The faculty, beginning with the professor, are listed in order for purposes of determining voting eligibility based on superior rank.

Section 21-32 Voting Membership in the Faculty

Since the establishment of the teaching professor titles, the only full-time lecturers remaining on the faculty are those designated “temporary.” The following change will eliminate their voting rights as of September 16, 2021.

A. Except as provided in Subsection B of this section the voting members of the University faculty are those faculty members holding the rank and/or title of:

• Professor, 50% appointment or greater,
• Research professor, 50% appointment or greater
• Teaching professor, 50% appointment or greater,
• Associate professor, 50% appointment or greater,
• Research associate professor, 50% appointment or greater,
• Associate teaching professor, 50% appointment or greater,
• Assistant professor, 50% appointment or greater,
• Research assistant professor, 50% appointment or greater,
• Assistant teaching professor, 50% appointment or greater,
• Full-time senior artist in residence,
• Full-time lecturer,
• Full-time artist in residence, or
• A retired assistant professor, associate professor, or professor (including those with research or teaching titles), or a retired principal lecturer or senior lecturer, during the quarter(s) that person is serving on a part-time basis.

Chapter 24
Appointment and Promotion of Faculty Members

Section 24-34 Qualifications for Appointment at Specific Ranks and Titles

B. Qualifications for Appointments with Specific Titles

1. Lecturer and artist in residence are instructional titles that may be conferred on persons who have special instructional roles. Appointments may be renewed pursuant to Section 24-53.
2. Senior lecturer and senior artist in residence are instructional titles that may be conferred on persons who have special instructional roles and who have extensive training, competence, and experience in their discipline. Appointments may be renewed pursuant to Section 24-53.

5. Appointment to one of the ranks in Subsection A above with a research title requires qualifications corresponding to those prescribed for that rank, with primary emphasis upon research. Tenure is not acquired under research appointments.

Research professor and research associate professor appointments are term appointments for a period not to exceed five years. The question of their renewal shall be considered by the voting faculty who are superior in academic rank to the person being considered and are faculty of the department (or undepartmentalized college or school) in which the appointments are held, except that the voting faculty at rank of professor shall consider whether to recommend renewal or non-renewal of the appointment of a research professor. Such consideration shall be conducted in accord with the provisions of Section 24-53.

Research assistant professor appointments are for a term not to exceed three years with renewals and extensions to a maximum of eight years (see Section 24-41, Subsection H.) The question of their renewal shall be considered by the faculty who are superior in academic rank to the person being considered and are faculty of the department (or undepartmentalized college or school) in which the appointments are held. Such consideration shall be conducted in accord with the provisions of Section 24-41.

Research associate appointments are for a term not to exceed three years, with renewals to a maximum of six years. The question of their renewal shall be considered by the faculty who are superior in academic rank to the person being considered and are faculty of the department (or undepartmentalized college or school) in which the appointments are held. Such consideration shall be conducted in accord with the provisions of Section 24-53.

Research faculty titles and the qualifications for them are described in Section 24-35.

Section 24-35 Research Personnel Appointments
A. Research titles designate appointments for faculty whose primary responsibility is research. The research titles are:

- Research professor
- Research associate professor
- Research assistant professor
- Research associate

B. Research professors, research associate professors, and research assistant professors are eligible for appointment to the graduate faculty, are expected to take active roles in generating research funding, and are eligible to act as principal investigators for grants and contracts. Research faculty may participate in the regular instructional program but are not required to do so, except insofar as required by their funding source.

C. Research associate is considered a junior rank equivalent to instructor. This junior faculty appointment, which requires the same qualifications as those of an instructor, normally serves to advance the competence of a person who has recently completed higher professional training in most fields marked by a doctoral degree. Appointees will work under the direction of principal investigators for the benefit of the research programs, the department’s educational program, and their own professional growth. Research associates may not be principal investigators on research grants or contracts.

Section 24-41 Duration of Nontenure Appointments

B. Lecturer, Artist Residence, and Professor of Practice
1. Appointment as a full-time artist in residence shall be for a term not to exceed five years.

Appointment as a full-time lecturer shall be for a term not to exceed one year. Such appointments are limited to three consecutive years.

The normal appointment period of a part-time lecturer or artist in residence shall be for one year or less with exceptions to be reviewed by the Provost.

2. Appointment as a full-time senior artist in residence shall be for a term not to exceed five years.

The normal appointment period of a part-time senior lecturer or senior artist in residence shall be for one year or less with exceptions to be reviewed by the Provost.

3. Except as provided in Subsection B.4 below, at least six months (or three months in the case of an initial annual appointment) before the expiration date of an appointment of a full-time lecturer, artist in residence, senior artist in residence, or professor of practice, the dean shall determine, pursuant to Section 24-53, whether this appointment shall be renewed and shall inform the faculty member in writing of the decision.

4. A renewal decision in accord with Subsection B.3 above is not required where an initial appointment of a full-time lecturer, artist in residence, senior artist in residence, or professor of practice, is for one year or less and the appointment is identified at the time of appointment as not eligible for renewal.

5. Part-time appointments as lecturer, artist in residence, senior lecturer, and senior artist in residence are for the period stated in the letter of appointment. If such appointments are to be renewed the procedures in Section 24-53 shall be followed in a timely manner with knowledge of funding availability and staffing needs.

Section 24-52 Procedure for New Appointments

C. In making new appointments administrative officers shall act in the manner prescribed below.

1. If the appointment is to be a departmental one other than that of chair, the chair shall submit all available information concerning candidates suggested by the department, the chair, or the dean to the voting members of the department faculty. The voting faculty of an academic unit may, by majority vote, delegate authority to recommend the appointment of affiliate or clinical faculty, research associates, or annual or quarterly part-time lecturers to an elected committee of its voting faculty. In an undepartmentalized college or school, this delegation may be made to an elected committee of its voting faculty. The delegation shall expire one calendar year after it is made.

Section 24-53 Procedure for Renewal of Appointments

When it is time to decide upon renewal of a nontenure appointment to the faculty (Section 24-41), the procedure described below shall be followed.

A. The voting members of the appropriate department (or undepartmentalized college or school) who are superior in academic rank or title to the person under consideration shall decide whether to recommend renewal or termination of the appointment. Research faculty
and teaching faculty shall be considered by voting faculty who are superior in rank to the
person under consideration, except that the voting faculty at rank of professor shall consider
whether to recommend renewal or non-renewal of the appointment of a research professor
or teaching professor. Faculty with instructional titles outlined in Section 24-34, Subsections
B.1 and B.2 shall be considered by voting faculty who hold a professorial rank or
instructional title superior to the person under consideration. The voting faculty of an
academic unit may, by majority vote, delegate authority to recommend the renewal of
affiliate or clinical faculty, research associate, or annual or quarterly part-time lecturer
appointments to an elected committee of its voting faculty.

Section 24-57 Procedural Safeguards for Promotion, Merit-Based Salary, and Tenure
Considerations

All procedures regarding promotion, merit-based salary, and tenure considerations outlined in the
relevant sections of the Faculty Code must be followed. Open communication among faculty, and
between faculty and administration, must be maintained in order to insure informed decision
making, to protect the rights of the individual and to aid the faculty in the development of their
professional and scholarly careers.

Each faculty member must be allowed to pursue those areas of inquiry which are of personal
 scholarly interest; at the same time, however, each faculty member must be informed of the
expectations a department holds for him or her and of the manner in which his or her activities
contribute to the current and future goals of the department, school, college, and University. In order
to enable the faculty member to establish priorities in the overall effort of professional career
development and to fulfill the University's obligations of fair appraisal and continual monitoring of
faculty development, the following procedural safeguards shall be adopted in each department,
school, or college.

A. Assessment of Teaching Effectiveness

To implement the provision stipulated in Section 24-32, Subsection C, the standardized
student assessment of teaching procedure which the University makes available may be
used for obtaining student evaluation of teaching effectiveness, unless the college, school,
or department has adopted an alternate procedure for student evaluation, in which case the
latter may be used. Each faculty member shall have at least one course evaluated by
students in any academic year during which that member teaches one or more courses. The
teaching effectiveness of each faculty member also shall be evaluated by colleagues using
procedures adopted within the appropriate department, school, or college.

The reference to lecturers is removed from the following paragraph because all remaining
lecturers are on at most one-year contracts, and the first sentence below already requires an
evaluation of teaching effectiveness before renewal. Thus it is not necessary to stipulate
separately that lecturers need to have a collegial teaching evaluation annually.

The collegial evaluation of teaching effectiveness shall be conducted prior to recommending
any renewal of appointment or promotion of a faculty member. In addition, for faculty at the
rank of assistant professor, or associate professor or professor "without tenure" under
Chapter 25, Section 25-32, Subsection D, or with the instructional title of lecturer, the
collegial evaluation shall be conducted every year. For other faculty at the rank of associate
professor or professor or with the title of senior lecturer or professor of practice the collegial
evaluation shall be conducted at least every three years. A written report of this evaluation
shall be maintained and shared with the faculty member.

B. Yearly Activity Report

Each department (or undepartmentalized college) shall adopt a suggested format by which
each faculty member will have the opportunity to provide information on professional
activities carried out during the prior year. These reports shall be prepared in writing by each
faculty member and submitted to the chair (or dean) in a timely fashion each year, and shall be used as reference and as a source of information for consideration of promotion, merit salary, or tenure. These forms shall be used as evidence for recommendations of promotion, merit salary, or tenure. Such information may be updated by a faculty member at any time during the academic year.

C. Regular Conference with Faculty

Each year the chair, or where appropriate the dean or his or her designee, shall confer individually with all full-time lecturers, assistant professors, and associate professors and professors “without tenure” appointed under Chapter 25, Section 25-32, Subsection D. The chair (or dean or his or her designee) shall confer individually with the other associate professors and senior lecturers at least every two years, and with the other professors and professors of practice at least every three years. The purpose of the regular conference is to help individual faculty members plan and document their career goals. While the documentation of those goals will be part of the faculty member’s record for subsequent determinations of merit, the regular conference should be distinct from the merit review pursuant to Section 24-55.

At each such conference, the chair, dean, or his or her designee, and the faculty members shall discuss:

1. The department’s present needs and goals with respect to the department’s mission statement and the faculty member’s present teaching, scholarly and service responsibilities and accomplishments;
2. Shared goals for the faculty member’s teaching, scholarship, and service in the forthcoming year (or years, as appropriate) in keeping with the department’s needs and goals for the same period; and
3. A shared strategy for achieving those goals.

The chair, dean, or his or her designee and the faculty member shall discuss and identify any specific duties and responsibilities expected of, and resources available to, the faculty member during the coming year(s), taking into account the academic functions described in Section 24-32. The chair, dean, or his or her designee should make specific suggestions, as necessary, to improve or aid the faculty member’s work.

Chapter 25

Tenure of the Faculty

Section 25-32 Criteria for Tenure

A faculty member does not acquire tenure under:

1. An acting appointment, or
2. A visiting appointment, or
3. Any appointment as lecturer, artist in residence, senior lecturer, senior artist in residence, or
4. An appointment as teaching associate, or
5. An appointment as professor of practice, or
6. Any appointment specified to be without tenure, or
7. An adjunct appointment, or
8. A research appointment, or
9. A teaching appointment, or
10. A clinical appointment, or
11. An affiliate appointment, or
12. Any other appointment for which the University does not provide the salary from its regularly appropriated funds, unless the President notifies the appointee in writing that tenure may be acquired under such appointment.
Section 22-73  Senate Procedure and Procedure of the President:  Class B Actions

All Class B actions are subject to the provisions of Executive Order No. IV, Section 3, and shall be certified by the Chair on an official copy which shall be promptly transmitted by the Secretary to the President. Except as provided below, the President within 14 days shall note upon this copy his or her approval or disapproval of the action and notify the Chair and the Secretary of the decision. If the action requires additional consideration, the President may extend this time limit, in which case he or she shall notify the Chair and the Secretary of the extension. If the President does not act upon the matter in any of the ways here specified, the action shall be deemed approved. If the President disapproves a Class B action he or she shall present to the Executive Committee, for the information of the Senate at its next regular meeting, a statement of the reasons for the decision.

Section 22-74  Senate Procedure: Class B Actions

A. Each Senate action in Class B shall be duplicated in a Class B Bulletin and a copy sent by the Secretary to each member of the faculty within ten days of approval of the action by the President. A Class B action is suspended if written objections to its substantive nature by 5% or more of voting members of the faculty or by two-thirds of the eligible voting faculty of either the University of Washington, Bothell, or of the University of Washington, Tacoma, are presented to the Secretary within 14 days of its publication in a Class B Bulletin during the instructional period in Autumn, Winter, or Spring Quarters of a given academic year. Persons offering such an objection shall be invited to express their views, orally or in writing, at the next meeting of the Executive Committee and, if they desire, of the Senate. If the Senate amends the disputed action, the legislation shall be submitted in its revised form to the President and, if approved by him or her, made subject to review by the faculty in the manner prescribed for the original Class B action. If the Senate reaffirms the disputed action, the legislation shall be distributed to the faculty for a vote within 14 days following the announcement of the Senate's reaffirmation in a Class B Bulletin. A vote of the faculty shall be conducted in the manner provided by Chapter 29, Section 29-36, Subsection B. At the next regular meeting of the Senate, the Chair shall announce the results of the vote of the faculty.

B. A Class B action is presumptively within the legislative jurisdiction of the Senate (Section 22-32, Subsection B.1) unless written objection to such jurisdiction, signed by 1% or more voting members of the faculty, is presented to the Secretary within 14 days following publication of the appropriate Class B Bulletin. The objection so raised shall be referred to the President who shall rule on the legality of the action and report a ruling to the Senate.

C. Actions of the Senate in Class B which are not subject to faculty vote become effective upon expiration of the time allowed for initiation of the faculty vote. Actions of the Senate in Class B which are subject to a faculty vote become effective on the completion of the time period of the faculty vote, if approved by a majority of the ballots cast.
Section 29-36  Faculty Vote on Amendments

A. Within **14-days** **7 days** after the Senate approves a proposed amendment to the *Faculty Code*, the Secretary shall send to each voting member of the faculty:

1. A statement:
   a. Setting forth the text of the proposed amendment;
   b. Presenting the arguments for the amendment and, if any, the arguments against it; and
   c. Specifying the final date upon which ballots may be cast; and

2. A ballot upon which a vote may be cast either for or against the proposal.

B. Following the voting instructions provided by the Secretary, eligible faculty shall vote on the proposed amendment. In order to be counted, the vote shall be submitted no later than the **21st calendar day** **14th calendar day** after the date on which the Secretary distributed ballots to the faculty.

C. To become effective, a proposed amendment to the *Faculty Code* shall require either an affirmative majority vote of the eligible voting members of the faculty, or a two-thirds majority vote of those casting ballots.
Section 24-34 Qualifications for Appointment at Specific Ranks and Titles

B. Qualifications for Appointments with Specific Titles

11. A clinical appointment in the appropriate rank or title is usually made to a person who holds a primary appointment with an outside agency or non-academic unit of the University, or who is in private practice. Clinical faculty make substantial contributions to University programs through their expertise, interest, and motivation to work with the faculty in preparing and assisting with the instruction of students in practicum settings. Clinical appointments are annual term appointments for a period not to exceed five years; the question of their renewal shall be considered each year by the faculty of the department (or undepartmentalized college or school) in which they are held.