

**UNIVERSITY OF WASHINGTON
FACULTY COUNCIL ON FACULTY AFFAIRS**

The Faculty Council on Faculty Affairs met on March 21, 2002, at 9:00 a.m., in 26 Gerberding Hall. Chair Charles Haley presided.

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| PRESENT: | <i>Professors:</i> | Graubard, Haley, Kirtley, Landis, Luchtel, Riley |
| | <i>ex-officio:</i> | Colonnese, Green, Krieger-Brockett, Sjavik |
| ABSENT: | <i>Professors:</i> | Dzwirek, Jacobs-Young, O'Brien, Poznański, Roberts, O'Neill, Kolko |
| | <i>ex-officio:</i> | Olswang, Ludwig, Rose |

Synopsis

1. Announcements
2. Approval of Agenda
3. Approval of Minutes
4. Unit Salary Adjustment Class A Legislation
5. Lecturer Code Changes Class A Legislation
6. Chapter 24 Revisions Class A Legislation
7. New Business

The meeting was called to order at 9:05 a.m...

Approve Agenda

The agenda was approved.

Approve Minutes

With the change of one word, the March 7 minutes were approved.

Announcements

Haley said that tomorrow is the deadline for the SEC agenda - any legislation to be passed this academic year should be on the April SEC agenda, which means it must be passed by the Council today.

Unit Salary Adjustment

Haley took up the subject of the wording change that is intended to tie Academic Program Reviews to the Unit Salary Adjustment in the Faculty Code. He had emailed two slightly different versions of the language to the Council for comment - the version that most Council members favored is a compromise version that incorporates the two:

Unit Adjustments. Additional salary funds may be allocated by the Provost to colleges and schools at any time during the biennium, after appropriate consultations with the Faculty Senate Planning and Budgeting Committee, to address differentials occurring in the academic labor markets and to reflect assessments of the quality, standing, and contributions of units to College, School, and University goals. **(The program reviews of Section 12-28-IV should provide such assessments.)** Unless specifically allocated by the Provost for a particular unit or purpose, the Deans shall consult with their elected faculty councils before distributing any additional salary increase funds among their constituent units. The procedures of [Section 24-55](#) of the Faculty Code will be followed in distributing funds allocated to adjust faculty salaries based on merit.

It was moved, seconded, and passed to recommend this change to the Code footnote on unit salary adjustments.

Lecturer Code Changes

Haley reported that Lea Vaughn, Faculty Senate Secretary, has reviewed the Lecturer code language and did not make any changes to it. The proposed Code makes Lecturers, Senior Lecturers, and Principal Lecturers eligible to vote, and makes part-time Lecturers, Senior Lecturers, and Principal Lecturers eligible to vote in the first succeeding year after they have served two consecutive years at 50% or more.

After a finely detailed working discussion, Council members arrived at revised language appropriate to support the intent of the Statement of Principle on Lecturers drafted by the Lecturer Subcommittee. It was moved, seconded, and passed to accept this language (see Addenda 1.0, 1.1, and 1.2) and submit it to the SEC as the final draft of Class A legislation.

Chapter 24 Revisions

In Subcommittee Chair Kate O'Neill's absence, Dan Luchtel presented the latest draft of the proposed Class A legislation on regular faculty conferences. Since the last meeting, the only change to the draft was in the Documentation section that covers the appointment of a committee to review a disputed conference document.

The Council reviewed each paragraph for which changes are proposed and made minor changes to the language. It was agreed that the word "conference" should precede the word "document" in every place where it appears, that the ad hoc committee should meet with the faculty member and the chair, dean or delegate, not just with the faculty member, and that the word delegate should be added to the second paragraph.

It was moved, seconded, and passed to accept the revised language (see Addendum 2), and to submit it to the SEC as the final draft of Class A legislation.

New Business

Haley said that the Council will be looking at Chapter 28 on Adjudications next quarter. Lea Vaughn is working on some Adjudication material and will present it to the Council. There may also be some new business related to faculty in transition. Krieger-Brockett said that the Special Committee on Faculty Women will be looking at adjudications processes as well. Kirtley, who has been deeply involved in teaching and practicing mediation for dispute resolution, recommended that the University develop ways to rely more upon mediation than upon adjudication.

Jan Sjøvik commented that Council members should be proud of their work - Faculty Senate Collective Bargaining legislation initiated by FCFA two years ago has been passed by the State legislature and is now on the Governor's desk awaiting signature.

The next FCFA meeting is scheduled for Thursday, April 4. *Minutes by Linda Fullerton, Recorder.*

Addendum 1.0 - Proposed Revisions to Section 21-32. Voting Membership in the Faculty

A. Except as provided in paragraph B of this Section the voting members of the University faculty are those faculty members holding the rank of:

professor, 50% appointment or greater
research professor, 50% appointment or greater
associate professor, 50% appointment or greater
research associate professor, 50% appointment or greater
assistant professor, 50% appointment or greater
research assistant professor, 50% appointment or greater
full-time instructor,
full-time principal lecturer,
full-time senior lecturer,
full-time senior artist in residence,
full-time lecturer,
full-time artist in residence,
part time lecturer, senior lecturer, or principal lecturer in succeeding years following appointments at 50% or greater for two consecutive years, or
a retired assistant professor, associate professor, or professor during the Quarter(s) he or she is serving on a part-time basis, or a retired research assistant professor, research associate professor or research professor during the Quarter(s) he or she is serving on a part-time basis.

Addendum 1.1 - Proposed Revisions to 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 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](#).
3. **Principal Lecturer is an instructional title that may be conferred on persons whose excellence in instruction is recognized by appropriate awards, distinctions, or other major contributions to their field. Appointments may be renewed pursuant to Section [24-53](#).**

Addendum 1.2 - Proposed Revisions to Section 24-41. Duration of Non-tenure Appointments

C. Instructor, Lecturer and Artist in Residence

1. Appointment as a full-time lecturer or artist in residence shall be for a term not to exceed five years. Appointment as a part-time lecturer or artist in residence shall be for one year or less.
2. Appointment as a full-time senior lecturer, **principal lecturer,** or senior artist **in residence** shall be for a term not to exceed five years. **The normal appointment period for senior and principal lecturers shall be for a minimum of three years with exceptions to be reviewed by the Provost.** Appointment as a part-time senior lecturer, **principal lecturer,** or senior artist **in residence** shall be for one year or less.
3. Except as provided in Subsection 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, instructor, artist in residence, senior lecturer, **principal lecturer,** or senior artist in residence, 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 3 above is not required where an initial appointment of a full-time instructor, lecturer, artist in residence, senior artist in residence, ~~or~~ senior lecturer, **or principal lecturer** 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 at the rank of lecturer, instructor, artist in residence, senior lecturer, **principal 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

ADDENDUM 2 - Proposed Revisions to Chapter 24-57 Concerning Regular Conferences

Professor Brad Holt, Chair of the Faculty Senate, charged the Faculty Council on Faculty Affairs with assessing whether the “regular conferences” mandated by Sections 24-57C and D were working as intended and, if not, to recommend amendments to the Code, as needed.

We sent an email survey to all faculty and received 164 responses via an anonymous drop box on Catalyst or by reply email. Approximately 35 percent of the responses said the conferences were basically working well; 48 percent said they were not working; and 17 percent had responses that fit neither category.

The proposed legislation makes two basic changes to Sections 24-57C and D. Section 24-57C has been revised to clarify that the regular conference is intended to be a collaborative planning meeting for individual faculty members and chairs, or deans, to define needs and resources and to set goals for the faculty member’s future work. The changes emphasize that this regular conference is distinct from the evaluative merit review.

Section 24-57D has been revised to clarify the required documentation of the regular conferences and to provide a process for identifying and informally resolving a disagreement between faculty and chair arising out of the regular conference.

Proposed Class "A" Legislation
Volume Two, Part II, Chapter 24, Section 24-57.C & D
Regular Faculty Conferences

| <u>Current Language</u> | <u>FCFA Proposed Changes</u> [Additions are underlined; deletions are struckthrough] |
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| <p>Section 24-57. Procedural Safeguards for Promotion, Merit-Based Salary, and Tenure Considerations</p> <p>All procedures regarding promotion, merit-based salary, and tenure considerations outlined in the relevant sections of the <i>Faculty Code</i> 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.</p> <p>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,</p> | <p>Section 24-57. Procedural Safeguards for Promotion, Merit-Based Salary, and Tenure Considerations</p> <p>No Change</p> <p>No Change</p> |

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| <p>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.</p> <p>A. Assessment of Teaching Effectiveness</p> <p>B. Yearly Activity Report</p> | <p style="text-align: center;">No Change</p> <p style="text-align: center;">No Change</p> |
| <p>C. Regular Conference with Faculty</p> <p>Each year the chair, or where appropriate the dean, shall confer individually with all lecturers and assistant professors. The chair (or dean) shall confer individually with the Associate Professors at least every two years, and with the Professors at least every three years.</p> | <p>C. Regular Conference with Faculty</p> <p>Each year the chair, or where appropriate the dean, shall confer individually with all lecturers and assistant professors. The chair (or dean) shall confer individually with the Associate Professors at least every two years, and with the Professors at least every three years. <u>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</u></p> |
| <p style="text-align: center;">New Section</p> | <p><u>At each such conference, the chair, dean, or delegate, and the faculty member 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.</u></p> |
| <p>At each such conference, the strengths and weaknesses of the faculty member's record shall be discussed; the emphases the department or the school or college places on the various elements of academic function described in Section <u>24-32</u> shall be explained; specific duties and responsibilities for the faculty member during the coming year(s) shall be discussed; and suggestions shall be made, if necessary, as a means to improve or aid the faculty member. In most cases, the faculty member will contribute to teaching, research, and service but the emphases on individual components may vary to maximize the individual's contribution but not to minimize the effects of poor performance.</p> | <p>At each such conference, the strengths and weaknesses of the faculty member's record shall be discussed; the emphases the department or the school or college places on the various elements of academic function described in Section <u>24-32</u> shall be explained; specific duties and responsibilities for the faculty member during the coming year(s) shall be discussed; and suggestions shall be made, if necessary, as a means to improve or aid the faculty member. In most cases, the faculty member will contribute to teaching, research, and service but the emphases on individual components may vary to maximize the individual's contribution but not to minimize the effects of poor performance. <u>The chair, dean, or delegate shall identify 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 <u>24-32</u>. The chair, dean or delegate should make specific suggestions, as necessary, to improve or aid the faculty member's work.</u></p> |
| <p>D. Documentation</p> <p>The department chair, or where appropriate the dean, shall document in writing, with a copy to the faculty member, that such conferences occurred, and shall list the subject matter discussed.</p> | <p>D. Documentation</p> <p>The department chair, or where appropriate the dean, <u>chair, dean or delegate</u> shall, in a timely manner, document in writing, with a copy to the faculty member, that such conferences occurred, and shall list the subject matter discussed.</p> |

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| <p>This document shall also articulate in sufficient detail the discussed commitments and responsibilities of the faculty member for the coming year(s).</p> | <p>This <u>conference</u> document shall also articulate in sufficient detail the discussed commitments and responsibilities of the faculty member for the coming year(s).</p> |
| <p>Should the faculty member not agree with the summary or statements in this document, he or she shall indicate so in writing. The failure of a faculty member to object in writing to the chair's (or dean's) document within ten days of receiving it (unless upon the faculty member's request and for good cause the period is extended by the chair or dean) shall constitute his or her official acceptance of its terms and conditions.</p> | <p>Should the faculty member not agree with the summary or statements in this <u>conference</u> document, he or she shall indicate so in writing. The failure of a faculty member to object in writing to the chair's (or dean's) <u>conference</u> document within ten days of receiving it (unless upon the faculty member's request and for good cause the period is extended by the chair or dean) shall constitute his or her official acceptance of its terms and conditions.</p> |
| <p>If the faculty member disagrees with the document, the chair (or dean) shall either withdraw it and issue a revised one to which both parties can agree, or reaffirm the accuracy of the original conference document.</p> | <p>If the faculty member disagrees with the <u>conference</u> document, the chair (or dean) shall either withdraw it and issue a revised one to which both parties can agree, or reaffirm the accuracy of the original conference document.</p> |
| <p style="text-align: center;">New Paragraph</p> | <p><u>In the event the faculty member disagrees with the resulting conference document, the chair of the faculty member's department (or dean of an un-departmentalized school or college) shall appoint an <i>ad hoc</i> committee comprised of three department (or school/college) faculty superior (or in the case of full professors, equal) in rank to the faculty member and selected in the following manner. The faculty member and the chair, or dean, shall each select one member of the ad-hoc committee and those two members shall select the third member. At its earliest convenience, the <i>ad hoc</i> committee shall review fully the records relating to the conference, meet with the faculty member, and meet with the chair, dean, or delegate.</u></p> |
| <p style="text-align: center;">New Paragraph</p> | <p><u>The chair, dean, or delegate, and the faculty member shall then meet with the <i>ad hoc</i> committee to discuss the issues, with the purpose of achieving a resolution. In the event resolution is not achieved, the committee shall, in a timely manner, report in writing the results of its review to the faculty member and to his or her department chair, or dean. The committee's report and advice, if any, the faculty member's written response, if any, the response by the chair, or dean, if any, and any agreement between faculty member and chair, or dean, shall be incorporated into a written report that shall be placed in the faculty member's personnel file.</u></p> |
| <p>A faculty member's record upon the stated duties and responsibilities in the document will be assessed in accordance with Section 24-55.</p> <p><i>S-A 64, May 29, 1981; S-A 79, May 31, 1989; S-A 99, July 9, 1999: all with Presidential approval</i></p> | <p>A faculty member's record upon the stated duties and responsibilities in the <u>conference</u> document will be assessed in accordance with Section 24-55. <u>Nothing in Section 24-57 is intended to alter the institutional standards for promotion and tenure as defined in Chapter 24.</u></p> <p><i>S-A 64, May 29, 1981; S-A 79, May 31, 1989; S-A 99, July 9, 1999: all with Presidential approval</i></p> |

*Approved by the Faculty Council on Faculty Affairs
March 21, 2002*