



perception that part-time lecturers are not sufficiently involved in the UW community to warrant voting rights. However, said Haley, there are many part time lecturers who have taught at the UW for years and should probably be extended the vote - between 100 and 200 lecturers are in this category. Haley asked whether the Council wanted to drop this issue, revise the language and resubmit it, or remand it back to the subcommittee for study.

In discussion, Council members felt that this issue should be addressed next year. It was remanded to the subcommittee for further study and a recommendation, including identification of the numbers of part-time lecturers affected and whether they are a quasi-permanent part of the UW faculty or are indeed transient enough that they should not be granted the vote.

### **Proposal for Graduate Lecturers**

This issue was raised by Prof. Don Janssen (Civil Engineering), who asked that a "graduate lecturer" title be created for graduate students who are carrying full instructional duties instead of functioning as traditional "teaching assistants." This new classification, Janssen said, should still include the tuition and fee waivers associated with TA and RA positions.

Steven Olswang said that this is a mistaken request, since there is already a classification that covers the situation Janssen described - this is the Pre-Doctoral Lecturer position, which is part of Graduate Student Appointments. The parallel position for Research Assistants is Pre-Doctoral Researcher. Other appointments that might be used are Pre-Doctoral Teaching Associate I and II. See the Faculty Code page <http://www.washington.edu/faculty/facsenate/handbook/04-04-06.htm>

Haley thanked Olswang for the information and will communicate the solution to Don Janssen.

### **Conflict Resolution and Adjudication**

Haley introduced conflict resolution and adjudication as possible topics for Faculty Affairs to work on next year - the entire process should be one that moves in orderly steps from conflict resolution strategies and services to using adjudications only as a last resort. The goal would be to prevent as many disagreements as possible from escalating into full-blown Comprehensive Adjudications. Leah Vaughn has been working on some revisions to the Faculty Code in this regard, and will present them to the Council for review and legislative action.

Vaughn commented that there are presently several avenues for resolving grievances. In many instances, Lois Price-Spratlen, the University Ombudsman, is the first person to hear of the problem. Sometimes a talk between Price-Spratlen and the parties involved is all that's needed to settle an issue. At other times, Vaughn, Steven Olswang, the complaining party, and the department chair will meet and resolve the issue. Most problems never reach the adjudication process set forth in Chapter 28 of the Faculty Code.

Olswang observed that Chapter 27, the conciliation process in the Faculty Code, is underutilized. "The Ombudsman," said Olswang, "makes hundreds of problems go away - we just never see them." Olswang praised the Appropriate Dispute Resolution process (ADR) for its efficiency and for the good results it gets.

Vaughn said the Faculty Code also contains many dispute resolution options outside of the formal procedures in Chapters 27 and 28 - in Chapter 25, for example, there are two ways to resolve salary disputes. Housekeeping changes to the Code to cross-reference these options is one project the Council might take up. Olswang agreed, and added that there are also duplicate disciplinary processes in Chapter 25 that should be cross-referenced.

Haley concluded that a comprehensive look at all the dispute resolution options in the Code would be a good project for the Council to undertake next year, along with any legislative changes that might arise from such a review.

Haley referred to comments made at a prior meeting that the Ombudsman only handled sexual abuse cases - this is not the case, he has discovered. The misperception may have arisen because the Ombudsman has the second title "Ombudsman for Sexual Harassment" and conducts training sessions in this role. It may be higher visibility in this area that leads to the perception that the Ombudsman only deals with sexual harassment cases, and that the University underutilizes mediation and conciliation to settle disputes. Some Dept. Chairs are aware of the dual functions of the Ombudsman and some are not.

Vaughn made a distinction between mediation and conciliation: In mediation, the goal is to get the parties together and negotiate a mutually satisfactory resolution of the dispute. In conciliation, the goal is fact-finding - an independent party determines the facts of the case and tries to effect movement toward a solution that reflects the facts. Mediation is often useful in personal disputes, while conciliation is well-suited to issues such as salary disputes or an issue involving an entire department. Vaughn also said that Price-Spratlen has written extensively on these issues.

Haley will invite Lois Price-Spratlen to give a presentation on her work May 2 as a preface to the Council's work on adjudications. Kate O'Neill asked that Vaughn and Olswang make a joint presentation to describe the ADR processes in which they participate.

#### **New Business**

Haley announced that he will become a member of the Faculty Council on Retirement, Insurance, and Benefits next year. Kate O'Neill will chair FCFA.

The meeting was adjourned at 10:10 a.m. *Minutes by Linda Fullerton, Recorder.*

### **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]
<p><b>Section 24-57. Procedural Safeguards for Promotion, Merit-Based Salary, and Tenure Considerations</b></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><b>Section 24-57. Procedural Safeguards for Promotion, Merit-Based Salary, and Tenure Considerations</b></p> <p><b>No Change</b></p> <p><b>No Change</b></p>

<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;"><b>No Change</b></p> <p style="text-align: center;"><b>No Change</b></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;"><b>New Section</b></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><del>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.</del> <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><del>The department chair, or where appropriate the dean,</del> <u>chair, dean or delegate shall, in a timely manner,</u> document in writing, with a copy to the faculty member, that such conferences occurred, and shall list the subject matter discussed.</p>

<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;"><b>New Paragraph</b></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;"><b>New Paragraph</b></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 <a href="#">24-55</a>.</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 <a href="#">24-55</a>. <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*