

# **Central Washington University**

## **Faculty Senate**

### **ACADEMIC CODE**

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## DISCLAIMER

The title of this document is the *Academic Code* (hereinafter referred to as “Code”). The provisions of this document may not conflict with the actions of the Board of Trustees or the Collective Bargaining Agreement. The collective bargaining process addresses mandatory subjects of bargaining and other aspects of the terms and conditions of employment that the parties agree to bargain.

## PREFACE

### History:

Central Washington University (CWU) faculty first created a “Faculty Code of Personnel and Policy” during the 1946-1947 academic year, which was subsequently approved by the faculty, president and Board of Trustees. This Code approved an 11 member Faculty Council that in 1962 became the Faculty Senate. With the approval of a Collective Bargaining Agreement (CBA) in 2006, the Board of Trustees approved an Interim Faculty Code and charged a group with equal representation from the Faculty Senate and the administration to create a new Academic Code reflecting the conditions of the post-CBA environment. What follows is the result of that collaboration.

### Shared Governance:

This Code is predicated on the historical collegial model of shared governance, which formally recognizes a shared responsibility in matters pertaining to the planning and development of university-wide policy that are not a mandatory subject of collective bargaining or covered by the CBA. Effective collegial governance relies on open and effective communication between the Faculty Senate and the administration to assure that all parties are properly informed and, where appropriate, consulted. Collegiality does not preclude, indeed recognizes and encourages, the distinction between policy development and policy administration.

Shared governance is a system, composed of structures and processes, through which faculty, administrators, and other campus constituents make collective institutional decisions. It is based on the principle that the division of authority and decision-making responsibility between faculty and administration should be based primarily on distinctive expertise and competence, and the legal responsibilities of each group. Shared governance acknowledges the interdependence among the Board of Trustees, its administrative agents, faculty, staff, and students.

The notion of shared governance calls for a commitment on the part of faculty, the Board of Trustees and the administration to work together to strengthen and enhance the university. This system will create a culture of mutual trust and respect, transparency, communication, and accountability.

## Authority:

Legal authority is lodged in the Board of Trustees and delegated, through the president, to the administration and the faculty. The university president discharges this responsibility through a system of academic colleges, departments and programs, non-academic divisions, and other units. The faculty discharges its responsibility through (a) a system of programs, departments, and colleges designed to plan, develop, and implement programs and policies inherent to the unit; (b) the Faculty Senate, and; (c) university, college, and department committees.

## Section I: FACULTY RIGHTS AND RESPONSIBILITIES

### A. Faculty Rights

All faculty members have the right to:

1. participate in faculty and university governance by means of activities on departmental, college, university, and Faculty Senate committees and through a system of elected faculty representatives;
2. be treated fairly and equitably and have protection against illegal and unconstitutional discrimination by the institution;
3. academic freedom as set forth in the 1940 *Statement of Principles on Academic Freedom and Tenure*, American Association of University Professors (AAUP) and Association of American Colleges, now the Association of American Colleges and Universities (AAC), with 1970 *Interpretive Comments* (AAUP), and the Collective Bargaining Agreement (Appendices A & B);
4. access their official files, in accordance with the CBA.

### B. Faculty Responsibilities

#### 1. Principal Areas of Collective Faculty Responsibility

Collectively the faculty has principal responsibility for academic policies and academic standards for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status (as defined in the CBA), and those aspects of student life which relate to the educational process. Principal responsibility means that faculty, through the Faculty Senate and its committees, make decisions in consultation with the provost/senior vice president for academic affairs, deans, and other administrators, subject to the approval of the president and the Board of Trustees. These areas include:

- a) curriculum, including program revision, criteria for addition and deletion of courses, and standards for granting degrees;
- b) subject matter and methods of instruction, including educational policies, assessment of student learning, and grading standards;
- c) governance of the General Education Program at the university;
- d) scholarship including research and creative activity, freedom of scholarly inquiry, and standards for evaluation of faculty scholarship;

- e) implementation of CBA processes, including development of substantive content regarding faculty status, including faculty ethics, peer review in hiring, tenure, promotion, post-tenure review, and merit;
- f) those aspects of student life that relate to the academic experience, including student academic ethics and academic co-curricular policies;
- g) criteria for admissions to undergraduate majors;
- h) criteria for admission to graduate programs and selection of graduate students;
- i) participation in accreditation and assessment.

## 2. Areas Meriting Significant Faculty Consultation

Because all aspects of the university are interconnected, consultation with faculty is essential in areas that significantly affect the academic character and quality of the university. Consultation occurs through substantive discussions between administrators and appropriate faculty bodies as specified in this document and as required by the collective bargaining process.

The more directly decisions affect the academic character and quality of the university, the more extensive the consultation with faculty should be. For example, when planning involves institutional academic priorities, such as the development and elimination of academic programs or the organization of academic structures and units, consultation with the faculty is especially important. Ideally, decisions will reflect consensus between the administrative leadership and the appropriate bodies of the faculty.

Areas for faculty consultation include, but are not limited to:

- a) university and college mission;
- b) undergraduate and graduate admissions, enrollment management, and scholarships;
- c) budget;
- d) hiring and evaluation of academic administrators;
- e) recommendation of candidates for honorary degrees;
- f) academic facilities, including instructional technologies;
- g) aspects of student life that affect academic climate and quality;
- h) policies related to academic calendars.

## 3. Areas of Individual Faculty Responsibility

In addition to the collective responsibilities listed above, each faculty member has the responsibility to:

- a) fulfill assigned teaching duties, student advising, and other instructional activities benefiting students' academic development;
- b) follow policies and guidelines derived from those policies by the university, college, and department;
- c) perform professional activity for continual updating of course content to reflect current development in the faculty member's academic field;
- d) uphold standards of professional ethics outlined in AAUP Statement on Professional Ethics and the Collective Bargaining Agreement (Appendix C);

- e) participate, where appropriate, in the operation and governance of the department, college, and university by such means as to:
  - (1) assist in the planning, delivery, assessment, improvement, and development of the academic curriculum in the disciplines housed in the department;
  - (2) participate in accreditation and program reviews;
  - (3) assist in student recruitment and retention;
  - (4) participate in the academic appeals procedure in accordance with guidelines established in Academic Affairs policy;
  - (5) participate in the recruitment and selection of faculty, staff, and administrators;
  - (6) participate with administrators in matters of faculty status such as reappointment, tenure, and promotions, per the terms of the CBA;
  - (7) participate in the assessment and evaluation of students, faculty, staff, and academic administrators;
  - (8) participate in university and Faculty Senate committees;
  - (9) work collaboratively and productively with colleagues.

## Section II: OTHER FACULTY APPOINTMENTS

The specific rights and responsibilities of faculty working in special roles shall be delineated in the agreement and/or contract with the appointing authority, subject to the terms of the Collective Bargaining Agreement, e.g., interdisciplinary program director, academic program director within a department or graduate program director.

### Section II

#### A. Election and Removal of Department Chairs

##### 1. Election of Chairs

- A. For internal searches, each department holds an election to select its Chair at a meeting presided over by the appropriate Dean. The election of a Chair is subject to the approval of the Dean, the Provost/Senior Vice President for Academic Affairs, the President, and the Board of Trustees.
- B. Only eligible faculty in a department shall vote. Eligible faculty include tenured, tenure-track, and non-tenure-track faculty holding the title of assistant professor or senior lecturer in that department as defined by the CBA. All eligible faculty shall be given a minimum of five (5) business days' notice of the meeting date. Reasonable effort should be made to include by proxy vote or absentee ballot, eligible faculty who are in off-campus positions or on leave.
- C. The election result shall be determined by simple majority vote of eligible faculty. Ballots must be cast either in person, by certified proxy or by absentee ballot.

D. In the case where three or more candidates are running, if no candidate received a simple majority, there will be a runoff vote for the candidates receiving the two highest votes.

If two or fewer candidates are running and no candidate received a simple majority, the election will be considered a failed election and Section A.1.E shall govern.

E. In cases where no candidates achieve a majority vote in an election, the dean, in consultation with the Provost/Senior Vice President for Academic Affairs may appoint an acting chair or chairs for a period not to exceed two (2) years.

F. In consultation with the faculty department (identified in A.1.B) and the Provost/Senior Vice-President for Academic Affairs, a Dean may initiate an external search for a Chair. An external search for a Chair must follow university hiring policy and procedure.

G. Departments elect Chairs for a term of four years; however, all Chairs, whether elected or appointed, are subject to periodic review based on terms of the Collective Bargaining Agreement.

## 2. Removal or Replacement of Chairs

A. At any time, a simple majority of eligible faculty within a department may petition in writing to the appropriate Dean for a review of the Chair's effectiveness.

B. If after the review, the appropriate Dean, in consultation with the Provost/Senior Vice President for Academic Affairs determines that a vote to recall and/or remove a department chair is warranted, the Dean shall assure that a vote is conducted by secret ballot. The chair shall not participate in the balloting. All eligible faculty shall be given a minimum of five (5) business days' notice of the ballot date. Reasonable effort should be made to include by proxy vote or absentee ballot, eligible faculty who are in off-campus positions or on leave.

C. The appropriate Dean may remove a chair at any time following consultation with the Provost/Senior Vice President for Academic Affairs, the chair and the eligible faculty of the department if in the judgment of the Dean, said removal is in the best interest of the department or the university.

## 3. Filling Temporary Chair Vacancies

A. When a chair is to be absent from the campus for a quarter or more, the department shall elect an acting chair within its ranks, in accordance with

Section II.A.1. If for any reason the department is unable to elect an acting chair, the dean can appoint an acting chair for no more than one quarter.

- B. An elected acting chair may serve for a period of up to two (2) years.
- C. When the chair is to be on leave for more than two (2) academic years, the chair must resign and a new chair be elected.

B. Emeritus Faculty Appointments

1. Faculty, as described in the CBA, who are retiring from the university, may be retired with the honorary title of “Emeritus” status ascribed to their highest attained rank or title. The Emeritus status is recommended by departmental action for a faculty member whose teaching, scholarly, and service record is exemplary for their appointment. The normal criteria for appointment to the emeritus faculty are ten (10) years of full-time service as a member of the teaching faculty. However, the Board of Trustees may grant emeritus status to any faculty member at their discretion.
2. Emeritus status is a privilege and is subject to state ethics laws and the Washington State Constitution. University-related activities that are not part of any part-time employment at the university as described in the CBA are considered “volunteer hours.” These volunteer hours must be reported to the university payroll office by any Emeritus faculty member every quarter for insurance purposes and for Department of Labor and Industries reporting.
3. The Emeritus status ascribed to the faculty member’s highest rank or title provides for the listing of their name in the university catalog, use of the library and other university facilities, and participation in academic, social and other faculty and university functions. In addition, Emeritus faculty:
  - a. Shall be issued staff cards and parking permits each year without charge, if budget permits;
  - b. Shall have the same library and computer services, including an email account, as regular faculty;
  - c. Shall receive university publications without charge;
  - d. Shall qualify for faculty rates at university events, if available;
  - e. May be assigned an office, if space permits;
  - f. May have clerical support, if budget permits;
  - g. May serve on any committee in ex officio, advisory, or consulting capacity according to expertise and experience.
3. The Board of Trustees may grant the status of emeritus faculty posthumously to faculty members deceased during their term of service to the university.

### Section III. DISTINGUISHED FACULTY AWARDS

The Distinguished Faculty Awards are the highest awards attainable at the University and must represent the highest level of performance. The awards are overseen by the Central Washington University Faculty Senate (Appendix B is incorporated by reference). There are no honorable mention awards.

#### A. Distinguished Professor Awards

Faculty Senate confers three unique awards annually to recognize outstanding distinguished professors in the following areas:

1. Distinguished Professor – Teaching
  - a. Teaching excellence shall be defined as:
    - i. A demonstrated breadth and depth of knowledge;
    - ii. Clarity in methodology and organization of materials, and effective methods of presentation;
    - iii. Continued scholarship and its integration into course work;
    - iv. Assistance to students in understanding the value and relevance of the subject matter and course materials, both within the discipline and in a broader context.
2. Distinguished Professor – Service
  - a. Service shall be defined as voluntary endeavors contributing to the welfare of individuals, professional organizations, university groups, the community at large, or the university.
3. Distinguished Professor – Research/Artistic Accomplishment
  - a. Research shall be defined as scholarly or scientific investigation or inquiry, conducted for the purpose of obtaining new data to advance the state of knowledge of the discipline.
  - b. Artistic accomplishment shall be defined as the composition, creation, production or other significant and/or innovative contribution to an artistic event. Artistic accomplishment may include, but is not limited to, innovation in music, drama, film, art, dance, poetry or fiction that is a significant contribution to our understanding of the range of human experience and capabilities.

#### B. Non-Tenure Track Distinguished Faculty Award

- a. Non-Tenure track Faculty Distinguished Teaching Award
  - i. Teaching excellence shall be determined by:
    1. A demonstrated breadth and depth of knowledge;
    2. Clarity in method and organization of materials, and effective methods of presentation;
    3. Continued engagement with the scholarly profession and integration of scholarship – with one's own or that of others - into course work;
    4. Assistance to students in understanding the value and relevance of the subject matter and course materials, both within the discipline and in a broader context.

## Section IV: FACULTY SENATE

There shall be a Faculty Senate, which is a representative body of the university's faculty as defined in the Collective Bargaining Agreement. The Senate shall have the responsibility of acting for and on behalf of the faculty in matters that are not mandatory subjects of collective bargaining or that are not in conflict with state, and federal law. The Senate will conduct business, craft by-laws, and adopt motions under *Robert's Rules of Order*.

### A. Powers

The Faculty Senate shall have the following powers and duties to:

1. submit recommendations to the Board of Trustees through the president;
2. review and approve changes regarding educational policy, curricula, academic programs, and academic regulations and standards;
3. adopt by-laws pertaining to the internal mechanisms of this Faculty Senate;
4. initiate action recommending studies and changes relating to educational policy, curricula, academic programs, and academic regulations and standards;
5. make recommendations on matters relating to faculty welfare or morale, student affairs, business and budgetary affairs, and other matters of professional interest to faculty;
6. facilitate communication among and between the faculty and administration.

### B. Membership

1. The Faculty Senate shall include:
  - a) Voting members: The following voting members are selected from faculty who hold no concurrent exempt appointment:
    - (1) One senator and an alternate elected by and from tenured or tenure-track faculty from each academic department and the library.
    - (2) Additional senators, elected as directed in (1) above, allocated to departments as specified in the Faculty Senate by-laws.
    - (3) One senator-at-large and an alternate from each of the university centers that have at least five full-time faculty. Also one senator-at-large and an alternate for the remaining centers with fewer than five full-time faculty. Senators-at-large and alternates may be full-time non-tenure track.
    - (4) Two non-tenure track faculty member and an alternate elected in the spring quarter for the following year by those non-tenure track faculty under contract in the preceding winter quarter. The senator and alternate will serve for one academic year contingent on continued employment as non-tenure track faculty at CWU. The Faculty Senate Executive Committee will oversee the election.
  - b) Nonvoting Members – The following ex-officio, nonvoting members:
    - (1) president;
    - (2) provost/senior vice president for academic affairs;
    - (3) three student representatives selected by the Associated Students of Central Washington University – Board of Directors.

2. Terms of service for voting senators:
  1. The terms for tenured or tenure track senators/alternates will be three years;
  2. For non-tenure track senators/alternates, the term will be one year;
  3. All terms begin June 16<sup>th</sup>;
  4. No Senator shall serve more than three (3) consecutive terms.
3. Provisions for replacements are contained in the Faculty Senate by-laws.

#### C. Officers of the Senate

The faculty will elect members of the FS Executive Committee, with such powers and duties as set forth in this document and transmitted by the Senate. The Senate will elect the Chair-Elect of the Executive Committee, with such powers and duties as set forth in this document and transmitted by the Senate. The Faculty Senate Chair shall be the presiding officer at all meetings of the Senate, at any faculty forum, and at general faculty meetings upon request of the president of the university. The Chair shall serve as official representative and spokesperson of the faculty and the Senate in communication with the faculty, the Board of Trustees, the administration, the student body, and other groups regarding matters that are not mandatory subjects of bargaining. In this capacity, the Chair shall have membership on select university committees and councils. As chief executive officer of the Faculty Senate, the Chair shall coordinate and expedite its business and committees.

The Chair, Chair-Elect, and Faculty Legislative Representative shall receive reassigned time to perform their duties according to Section III E. This reassigned time shall be 50% and 25% respectively, and a percentage for the faculty legislative representative to be determined by the president.

#### D. Committees

1. The Faculty Senate shall maintain five standing committees. They are the General Education Committee, the Academic Affairs Committee, the Curriculum Committee, the Senate Bylaws and Academic Code Committee, and the Evaluation and Assessment Committee.
  - a) The General Education Committee shall be concerned with the study, development, and improvement of the General Education Program. The committee shall review and recommend programs and policies of general education in close cooperation with appropriate academic administrators. It shall perform other duties as may be requested by or approved by the Senate Executive Committee.
  - b) The Academic Affairs Committee shall be concerned with the study and improvement of academic standards, academic policies and regulations, and academic organizational structures. The committee shall review and recommend changes to academic policy (section five of the CWU Policies manual, Academic Policies). It shall perform other duties as may be requested by or approved by the Senate Executive Committee.

- c) The Curriculum Committee shall be concerned with the study, development, and improvement of the curriculum, educational programs, and academic policy at the university, shall cooperate with other individuals, groups, or committees at the university in carrying out its duties. The committee shall review and recommend changes to academic policy (section five of the CWU Policies manual, Curriculum Policy and Procedure). It shall perform other duties as may be requested by or approved by the Senate Executive Committee.
  - d) The Faculty Senate Bylaws and Academic Code Committee shall be concerned with the continuing study and improvement of the Faculty Senate Bylaws and Academic Code. It shall receive, review, initiate, and make recommendations or proposals for amendments to both documents to the Senate via the Executive Committee, coordinating its efforts with other individuals, groups or committees as necessary or appropriate. It shall prepare drafts of such amendments and present such drafts to the Senate together with the rationale for such amendments, and do such other similar things as charged by the Senate Executive Committee.
  - e) The Faculty Senate Evaluation and Assessment Committee shall be concerned with assessment tools affecting faculty or requiring faculty input. It shall receive, review, initiate, and make recommendations or proposals for assessment tools used for the biennial Faculty Assessment of Academic Administrators, the biennial Faculty Senate and Senate Executive Committee Assessments, and do such other similar things as charged by the Senate Executive Committee, coordinating its efforts with other individuals, groups or committees as necessary or appropriate.
2. The Faculty Senate shall have the right to authorize the creation of additional standing committees that are necessary to accomplish the work of the Senate.
- a) The Faculty Senate Executive Committee may initiate and, with the approval of the Faculty Senate, authorize the creation of standing committees. Alternatively, any senator with a written petition signed by a total of ten senators may recommend to the Executive Committee the creation of a standing committee. No later than forty-five days upon receipt of petition, the Executive Committee shall submit the proposal to the Faculty Senate for its consideration.
  - b) The chairperson of any standing committee shall have the authority, upon approval of the voting members of the standing committee and of the Executive Committee, to create subcommittees.
  - c) The Executive Committee shall have exclusive authority to create ad hoc committees.
3. The authorizing resolution or motion establishing any standing committee shall include, but is not limited to, language to establish the scope of the committee's charge, the length of time for which the committee will be in service (subject to conditions set forth in Section V, D. 2), the number of members on the committee, and the length of term for which members will serve.

- a) The Faculty Senate Executive Committee, with the approval of the Faculty Senate may, at any time, amend the authorizing language of a standing committee.
  - b) Four years is the maximum length of time a standing committee shall be authorized by the Senate, excepting those committees identified in (D.1) above. The Senate may reauthorize a standing committee at the end of its term.
  - c) There shall be no limit to the number of times the Senate may reauthorize a standing committee.
4. The Faculty Senate Executive Committee shall have the right to appoint and remove the members of all Senate standing, sub, and ad hoc committees with Senate approval.
  5. Terms of service for committee chairs shall be limited to six consecutive years.
  6. All changes suggested by any committee must be approved by the Faculty Senate before being adopted.
  7. The Executive Committee shall nominate a faculty legislative representative to the president. Upon approval by the president, this nominee shall then be confirmed by the full Faculty Senate.
  8. The Faculty Senate Executive Committee shall forward nominations for faculty positions on university standing committees to the Offices of the President and Provost. The provost or president will make the final selections and appointments.
  9. The Faculty Senate oversees the process for selecting University Distinguished Professors.

#### E Assigned Time and Workload Units for Senate Offices and Activities

1. Workload units associated with Senate offices and activities are based on: 30 hours of time spent in meetings and in preparation for meetings = 1 workload unit. It is acknowledged that units assigned reflect an annual average that faculty may reasonably expect over a three-year term.
2. Senate Chair
  - A. The Senate Chair shall be relieved of eighteen (18) workload units of teaching for the academic year to perform their duties. The college in which the Senate Chair teaches will receive compensatory funds from the President.
  - B. The Senate Chair assumes certain duties and responsibilities in the summer, for which a stipend is negotiated with the President.
3. Senate Chair-Elect
 

The Senate Chair-Elect shall be relieved of nine (9) workload units of teaching for the academic year to perform their duties. The college in which

the Senate Chair-Elect teaches will receive compensatory funds from the President.

4. Senate Executive Committee Member

Workload units for the position of Senate Executive Committee Member are three (3) for the academic year.

5. Faculty Legislative Representative (FLR)

A. The Faculty Legislative Representative shall receive release time from teaching as well as a travel allowance, negotiated each year with the President.

B. In the event that the FLR is also elected Chair of the Council of Faculty Representatives (FLRs of Washington universities), more release time, a higher travel allowance, and a summer stipend will also be negotiated.

C. Past allocations for these items will be available from the Faculty Senate Office.

6. Senator

A. Workload units for senators from academic departments, the library, and university centers (Ac Code B.1.a.1-3) are estimated at one (1) per academic year.

B. Workload units for non-tenure track senators (Ac Code B.1.a.4) shall be allocated each year in consultation with the Provost. Information on past allocations for these positions will be available from the Faculty Senate Office.

7. Senate Committee Chair

Workload units for the positions of chair of Senate committees are estimated at two to four (2-4) per academic year. When elected committee chairs configure their workload plans, they should contact the Senate Office to determine a specific estimate for the upcoming year.

8. Senate Committee Member (Non-Chair)

Workload units for the positions of non-chair members of Senate committees are estimated at one to two (1-2) per academic year. When ratified committee members configure their workload plans, they should contact with the Senate Office to determine a specific estimate for the upcoming year.

F. Interpretation and Emergency

A request for formal interpretation of the Academic Code must be initially submitted by a petitioner or petitioners to the Faculty Senate Bylaw and Academic Code Committee. The Bylaw and Academic Code Committee shall review the request and make a written recommendation to the Faculty Senate within thirty (30) days of the date of receipt of the request. The Faculty Senate shall take action on the Bylaw and Academic Code Committee's recommendation within sixty (60) days of its receipt. If the recommendation is forwarded to the Board of Trustees, the Board of

Trustees shall take action on the proposed request within sixty (60) days of its receipt from the Faculty Senate.

G. Faculty Senate Forum

The Faculty Senate forum is an unofficial open meeting to which all members of the faculty shall be invited and which shall be presided over by the chair of the Faculty Senate or by a faculty member designated by the chair. A Senate forum may be convened for the purposes of providing the Faculty Senate an opportunity to convey information to the faculty and solicit their feedback. The chair and/or the Senate Executive Committee shall decide whether, when, and for what purpose a faculty forum may be called.

H. Faculty Senate Hearing

Any ten faculty members may, by written petition filed with the chair of the Faculty Senate, secure an opportunity, as a body or by selected representatives, to address the Senate in order to convey information, request Senate action, or propose policy changes on any matter over which the Senate has the power to act. If a Faculty Senate hearing is convened with the purpose of a specific policy change or action, the Senate chair shall submit the proposal to the Senate for consideration within two regularly scheduled Senate meetings.

I. Referendum

The Faculty Senate may decide to refer any question or issue before it to the faculty-at-large for vote, which shall be conducted with reasonable promptness according to such procedures as may be prescribed by the Senate Executive Committee.

J. Initiative

Any ten (10) faculty members may. By written petition filed with the chair of the Faculty Senate, secure consideration, with reasonable promptness, of any matter over which the Senate has power to act.

K. Review by Faculty

All actions (motions passed by the Senate) of the Faculty Senate shall be subject to review by the university faculty. A review shall be conducted only after a written petition for review has been signed by at least ten percent of the faculty and submitted to the Senate chair. The petition for review must be filed no later than fourteen days after the approval of the minutes of the meeting during which the action to be reviewed was taken. A special meeting of the Senate shall be called by the chair within ten days after the petition is submitted. If the Senate refuses to change its position, a vote of the entire faculty on the Senate action under review shall be conducted by the Faculty Senate Executive Committee. The voting procedure shall provide for a secret vote of the faculty and for voting to continue for seven calendar days. A majority vote of those faculty voting on the question shall determine the outcome of the review and whether or not the Senate action is reversed. From the date of the filing of a valid petition for review, until the determination of the outcome of the vote of the faculty on the action

under review, the Faculty Senate may not undertake action concerning or affecting the original action of the Senate under review.

#### J. Amendment Process

1. Amendments to the Academic Code may be proposed only by member(s) of the Faculty Senate and copies shall be sent to all members of the Senate. Amendments must be formally read and incorporated in the minutes of two consecutive Senate meetings.
2. An amendment may be voted on during the meeting following the meeting in which the proposal was read for a second time. Approval of an amendment requires a two-thirds vote.
3. Upon final approval of an amendment to the Academic Code, the motion number and date shall be noted in the revised language.
4. All amendments are subject to final approval by the Board of Trustees.

### Section V. INQUIRY INTO DISPUTES AND SCHOLARLY MISCONDUCT

#### A. Obligations

The University recognizes the right of faculty to express differences of opinion and to seek fair and timely resolutions of disputes or allegations of scholarly misconduct. It is the policy of the University that such disputes or allegations shall first be attempted to be settled informally and that all persons have the obligation to participate in good faith in the informal resolution process before resorting to formal procedures. The University encourages open communication and resolution of such matters through the informal processes described herein. The University will not tolerate reprisals, retribution, harassment or discrimination against any person because of participation in this process. This section establishes an internal process to provide University faculty a prompt and efficient review and resolution of disputes or allegations.

All University administrators shall be attentive to and counsel with faculty concerning disputes arising in areas over which the administrators have supervisory or other responsibilities, and shall to the best of their ability contribute to timely resolution of any dispute brought to them.

#### B. Definitions

**Dispute:** A claim which occurs when a faculty member considers that any programmatic required activity or behavior, including actions or inactions by others, is unjust, inequitable, contrary to University regulations or policies, or a hindrance to effective faculty performance and student learning.

**Misconduct:** Fabrication, falsification, plagiarism or other practices that seriously deviate from those commonly accepted within the scholarly community for proposing, conducting or reporting scholarly activities including research. It does not include honest error or differences in interpretation of data or in judgments.

**Faculty Member:** A person appointed to and serving in a faculty position as defined in Article 2.2 of the CBA.

**Parties:** The parties to the proceedings as described in this section shall be: in the case of an informal dispute resolution, the complaining faculty member and any other persons whose action or inaction caused or contributed to the incident or conditions which gave rise to the dispute; in the case of an inquiry into an allegation of scholarly misconduct, the accused faculty member(s) and the accuser(s) (who may or may not be faculty); and in both cases, any administrator whose participation may be required in implementing a resolution or finding.

C. Scope

This procedure delineates an appeal and resolution process appropriate for disagreements/conflicts involving faculty that fall outside the Collective Bargaining Agreement or other university policies. Issues covered by this policy include, but are not limited to:

- disputes between faculty members on issues of collegiality, professionalism, civility, etc.;
- disputes between administration and faculty regarding the grade of a student or other matters pertaining to classroom management and instruction;
- matters of academic policy administration (Cf. CWU Policies Manual PART 5).
- Allegations of scholarly misconduct made against any faculty member.

EXCLUSIONS:

- Civil rights complaints properly addressed under the process provided in Part 2.2 of the General University Policies Manual.
- Matters subject to the grievance process contained in Article 25 of the Collective Bargaining Agreement, which includes allegations of violations of the terms of the CBA.
- Matters subject to the complaint process contained in Article 25 of the Collective Bargaining Agreement, which involves substantive academic judgments in matters of workload, reappointment, promotion, tenure, and post-tenure review.

D. The Faculty Disputes and Allegations Committee (FDAC)

1. Composition

- a. The Faculty Disputes and Allegations Committee shall consist of three (3) faculty members who shall elect their own chair. At least three (3) and not more than six (6) alternate members shall also be selected, at the same time and in the same manner as the regular members, and be possessed of the same powers and subject to the same restrictions as regular

members. Alternate members shall serve in the place of regular members in the event that a regular member, prior to any hearing or consideration of an issue, disqualifies himself or herself for any reason, resigns or is otherwise unable to serve as a member of the Faculty Dispute Resolution Committee. The order of service of alternate members shall be determined by the chair of the committee.

- b. Any tenured member of the faculty is eligible to serve on the Faculty Dispute Resolution Committee, with the exception of chief administrators, including but not limited to the president, provost/senior vice president for academic affairs, deans, and associate deans. Membership on the senate will not be required for eligibility. No two (2) members or alternates shall be from the same department.
  - c. Members of this committee shall be appointed by the Faculty Senate Executive Committee and ratified by the senate at the last regular meeting of each academic year. Members and alternates shall serve terms of three (3) calendar years beginning September 15. Service on the committee shall be treated as service on a Senate standing committee, and thus shall be subject to the provisions of the Senate Bylaws, Section IV, Part A.1.d. Members and alternates may thus serve no more than two (2) successive terms. Terms shall be staggered so that only one position will need to be filled in any one year for both member and alternate. When the original appointee is unable to complete the full term of office, an alternate shall complete the remainder of that three year term, at which time a new member and alternate will be appointed in the regular way. When an alternate replaces a member of the Faculty Dispute Resolution Committee, a replacement alternate shall be appointed and ratified immediately to complete the remainder of the alternate's term.
2. Powers and Duties (General)

The Faculty Dispute and Allegations Committee shall have the following powers and duties:

- a. To select a chair and establish rules or procedures for the resolution of disputes and for inquiry into allegations of scholarly misconduct, provided that such rules or procedures are fair, are informal and are not inconsistent with provisions of the Academic Code, the Collective Bargaining Agreement (CBA), or other university policies;
- b. To perform the functions assigned to it by the Academic Code;
- c. To attempt to resolve by informal means any specific disputes or conflicts concerning members of the faculty as defined in Article 2.2 of the CBA.

- d. To recommend policy questions or issues, following or as part of its resolution of specific disputes or conflicts, to the attention of the president of the university or other appropriate administrators, and the Senate Executive Committee for further consideration by any senate standing committees.

E. Dispute Resolution Procedure

1. The dispute resolution procedure hereinafter described is open to all faculty members who feel aggrieved in any matter. The Faculty Dispute Resolution Committee may accept a petition for review from a group of faculty members when substantially similar or identical complaints are made. The Faculty Dispute Resolution Committee shall decide the issue of similarity and identity of complaints.
2. The following steps shall constitute the dispute resolution procedure:
  - a. Prior to petitioning the Faculty Dispute Resolution Committee for a hearing, the complaining faculty member or, in the case of a group complaint, representatives chosen by the group, will discuss the complaint with the dean or member of the university administration having direct responsibility for the area of concern, and both parties shall make a good faith effort to settle the dispute, which may include the use of the Ombuds Office or other available resolution processes;
  - b. If no mutually acceptable resolution of the dispute can be reached through discussion with the appropriate dean or university administrator, the complaining faculty member or group may petition the Faculty Dispute Resolution Committee for an informal hearing within 30 days of the termination of discussion. The petition shall be sealed, addressed to the Faculty Dispute Resolution Committee and delivered to the office of the Faculty Senate that will deliver the petition to all members of the committee within five (5) working days after receiving it. The petition shall set forth in writing and in reasonable detail the nature of the dispute, shall state against whom the complaint is directed and the relief sought. The petition may contain any information that the petitioner deems pertinent to the case. The petition may be revised or withdrawn by the petitioner at any time prior to the committee's decision on whether or not to hold an informal hearing, but thereafter, only with the permission of the committee;
  - c. The Chair of the Faculty Dispute Resolution Committee will schedule a meeting with the faculty member(s), an appropriate representative of the administration, and a representative of the United Faculty of Central (UFC) determine the next appropriate step(s) for dispute resolution. If, in the opinion of the Chair of the Faculty Dispute Resolution Committee following an investigation, a settlement is not possible, the Chair will present the

information to the full committee. The committee shall decide by vote whether or not the facts merit an informal hearing. The committee's decision of cause or no cause for an informal hearing shall be issued in writing within twenty (20) working days of the delivery of the petition to the office of the Faculty Senate. If a regular academic session is scheduled to end before the expiration of such time, the committee shall have twenty (20) working days commencing with the first day of instruction of the next succeeding regular academic session to issue its decision;

- d. The Faculty Dispute Resolution Committee shall have the power to determine whether an action or decision of any faculty body, the faculty member or university official complained of by the petitioner was the result of adequate consideration of all of the relevant facts and circumstances in terms of the policies, procedures, academic interests and current circumstances of the university;
- e. The committee shall issue a written opinion embodying therein its findings and recommendations in any matter that comes before it. The opinion will be presented to the parties, the president of the university (or the chair of the Board of Trustees in the event the president is a party to the dispute resolution), and to the chair of the Faculty Senate. It may be circulated more widely if in the judgment of the committee a matter of university wide policy is involved;
- f. All decisions of the Faculty Dispute Resolution Committee, including the decision whether to grant an informal hearing, shall be by a majority vote of all the members of the committee.

#### F. Informal Hearing Procedure

1. In the event the Faculty Dispute Resolution Committee decides to conduct an informal hearing, the chair shall notify the involved parties as soon as possible after the committee's decision. The notice shall state the date, time and place of the hearing and shall include a copy of the petition filed with the committee. The informal hearing shall be held not less than ten (10) days from the mailing of the notice of the hearing to the parties; unless all of the parties, with the consent of the chair of the committee, agree to shorten the time to less than ten (10) days;
2. The Faculty Dispute Resolution Committee may rule at any time prior to commencement of the hearing that it is unnecessary to hold an informal hearing;
3. The informal hearing review shall be conducted as expeditiously as possible and on successive days if possible;

4. The parties to the dispute and any others the committee deems necessary for the review shall make themselves available to appear at the hearing unless they can verify to the committee that their absence is unavoidable;
5. Members of the Faculty Dispute Resolution Committee shall remove themselves from the case if they deem themselves biased or have a personal interest in its outcome. Faculty Dispute Resolution Committee members of the same department as the complaining faculty member(s) shall not serve at the hearing. Within ten (10) working days following the mailing of notice of the hearing to the parties, each party shall have the privilege of one challenge of the Committee's membership without stated cause and unlimited challenges for stated bias or interest. A majority of the Committee membership must be satisfied that the member challenged for cause cannot hear the issue impartially before the member is disqualified;
6. In informal hearings, petitioners shall be permitted to have with them a faculty member of their own choosing to act as advisor and counsel.
7. Any legal opinion or interpretation given to the Faculty Dispute Resolution Committee may be shared with all parties to the case;
8. Informal hearings will be closed to all except those personnel directly involved. All statements, testimony and all other evidence given at the informal hearing shall be confidential to the extent allowed by law;
9. The Faculty Dispute Resolution Committee shall file its findings and recommendations with the president of the university within ten (10) working days after the conclusion of the informal hearing. There shall be no review by the Faculty Senate;
10. Within ten (10) working days of the receipt of the findings and recommendations of the Faculty Dispute Resolution Committee, the president or the president's designee shall inform all parties to the case, the chair of the Faculty Dispute Resolution Committee and the Faculty Senate chair in writing of his/her decision. The action of the president or the president's designee shall constitute notice of the final decision in the informal hearing review procedure. In an extenuating circumstance, such as the unavailability of the president and/or appropriate legal counsel, an extension to 20 working days may be agreed upon by the parties involved;
11. Faculty members who disagree with the final decision in the informal hearing procedure maintain their rights to seek review by other appropriate agencies (e.g. UFC, Ombuds Office, civil court, etc.).
12. In the event that a petition is filed during official holidays or summer break, the notice provisions of this section shall become applicable beginning the

first class day after the holiday or summer break. The Faculty Dispute Resolution Committee may, at its discretion, hear a petition within that holiday or summer break period. In such cases, the notice provisions of this section become effective as of the date the petition is filed.

## Section VI: SUMMER SESSION

Summer session operates under the jurisdiction of the Office of the Provost and is subject to existing academic and accreditation standards.

## Section VII: APPENDIX

### AAUP Statement on Professional Ethics

#### **Appendix A: Statement on Professional Ethics**

##### **From the AAUP Policy Documents and Reports (Red Book).**

The statement which follows, a revision of a statement originally adopted in 1966, was approved by the Association's Committee on Professional Ethics, adopted by the Association's Council in June 1987, and endorsed by the Seventy-third Annual Meeting.

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#### ***Statement on Professional Ethics***

##### ***Introduction***

From its inception, the American Association of University Professors has recognized that membership in the academic profession carries with it special responsibilities. The Association has consistently affirmed these responsibilities in major policy statements, providing guidance to professors in such matters as their utterances as citizens, the exercise of their responsibilities to students and colleagues, and their conduct when resigning from an institution or when undertaking sponsored research. The Statement on Professional Ethics that follows sets forth those general standards that serve as a reminder of the variety of responsibilities assumed by all members of the profession.

In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The Association supports such local action and stands ready, through the general secretary and the Committee on Professional Ethics, to counsel with members of the academic community concerning questions of professional ethics and to inquire into complaints when local consideration is impossible or inappropriate. If the alleged offense is deemed sufficiently serious to raise the possibility of adverse action, the procedures should be in accordance with the *1940 Statement of Principles on Academic Freedom and Tenure*, the *1958 Statement on Procedural Standards in Faculty Dismissal Proceedings*, or the applicable provisions of the Association's *Recommended Institutional Regulations on Academic Freedom and Tenure*.

##### ***The Statement***

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth

as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

## **Appendix B**

### **Distinguished Faculty Awards**

- I. Funding for the awards (\$2,500 for each category) is generously provided by the Office of the President.
- II. Award recipients are expected to serve on future screening committees at some time during their careers.
- III. Initial Requirements
  - A. Due Dates
    1. Letters of nomination are due in the office of the Faculty Senate by December 1 or, if this date falls on a weekend, the first school day thereafter. All letters of nomination must be originals (fax and e-mail versions will not be considered).
    2. All material supporting the nomination (i.e., nominees' notebooks) must be received in the office of the Faculty Senate by February 1 or, if this date falls on a weekend, the first school day thereafter.
  - B. Nominations and Supporting Materials
    1. Nominations may be made by faculty, students, alumni or others in a position to evaluate the effectiveness of a faculty member in any of the three tenure-track/tenured award categories (Teaching, Service, Research/Artistic Accomplishment) or the non-tenure track award (Teaching). Self-nominations will not be accepted. Nomination letters and supporting materials must be submitted to the Faculty Senate in accordance with Section III.A.
    2. Nominations are presented by a Nominator. The Nominator writes the letter of nomination, providing a full description of the nominee's work that is deserving of the respective award; a short statement of nomination will not be sufficient. The Nominator shall also help the nominee to compile and order a notebook for the screening committee to substantiate the nomination, incorporating materials required and/or suggested in the accompanying criteria. No materials may be added to the notebook after the due date.
    3. The screening committee is not an investigative body. Therefore, it is imperative that supportive material be complete, orderly and self-explanatory.
    4. Nominators may not nominate more than one faculty to share the same award.
    5. An individual may receive an award in more than one category, although not in the same year. An individual may not receive an individual award more than once.
    6. A nominee may be renominated.
    7. Material of award recipients will be retained for three years in the office of the Faculty Senate.
    8. Awards are announced by the Provost and approved by the Board of Trustees. Awards will be officially presented at the Spring Honors

Convocation. Neither nominees nor nominators should attempt to contact the committee, the Faculty Senate office, or the Provost's Office about the progress or outcome of the committee's deliberations. No information will be given out.

9. After reviewing submitted materials, the committee, at its discretion, may elect not to recommend recipients of one or more awards in a given year.

#### IV. Screening Committee

- A. Members of the screening committee are chosen by the Faculty Senate Executive Committee.
- B. Committee membership shall be confidential. Committee membership is finalized by early February at the latest.
- C. The committee shall include six members. Five will be drawn from the ranks of those who have received Distinguished Faculty Awards, representing all colleges of the university, including one non-tenure track faculty, if possible. The sixth member will be an alumnus representative selected by Alumni Relations.
- D. Emeritus Distinguished Professors/Faculty are eligible to serve.
- E. Nominees will be considered for Distinguished Faculty Awards based on excellence of work and activities conducted solely while at CWU.
- F. The screening committee makes the award choices, and sends the recommendations and supporting letters to the Provost.

#### V. Distinguished Professor Awards

- A. Eligibility
  1. Distinguished Professor Awards are limited to regular full-time tenured/tenure-track CWU faculty who have been at CWU a minimum of six years (18 academic quarters exclusive of summers).
  2. Regular faculty who also serve in administration, but continue to teach a minimum of 5 credits per quarter, are eligible.
- B. The Distinguished Professor of Teaching nominee's notebook should contain the following items, organized in the following order:
  - a. Letter of nomination bearing the date stamp of the Faculty Senate office verifying submission by December 1.
  - b. Vitae of nominee, verifying that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Faculty Senate office verifying submission of the notebook by February 1.
  - c. Personal statement by nominee of philosophy, goals, and achievements in the area of teaching. This statement must not exceed 1000 words.
  - d. Evidence of teaching skills in the area of communication and methodology - exemplified in the clarity of organization and presentation of course materials, and of the challenge to and motivation of students - corroborated by:
    - i. Letters of recommendation, support or corroboration from colleagues, associates, students or relevant others (20 maximum).

- ii. A portfolio reflecting the full range of the nominee's teaching assignment, containing summary sheets for student evaluations of instruction for all courses, arranged chronologically, taught during the last five years, including all available written comments.
  - iii. Representative class syllabi.
  - iv. If a video recording is included in the file, please limit the length to 15 minutes.
  - e. Evidence of teaching that has been informed by scholarship, as demonstrated by:
    - 1. participation in professional activities such as conferences, symposia, colloquia, exhibitions;
    - 2. membership in professional associations;
    - 3. peer reviewed scholarship or juried presentation;
    - 4. continuing education in one's field or related fields;
    - 5. efforts in the development of new courses to broaden and update the university curriculum or other relevant evidence of continued scholarship.
  - f. Evidence of the extent of participation in student advisement.
- C. The Distinguished Professor of Service nominee's notebook should contain the following items organized in the following order:
- 1. Letter of nomination bearing the date stamp of the Faculty Senate office verifying submission by December 1.
  - 2. Vitae of nominee, verifying that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Faculty Senate office verifying submission of the notebook by February 1.
  - 3. Personal statement by nominee of philosophy, goals and achievements in the area of service. This statement must not exceed 1000 words.
  - 4. Evidence of service as exemplified by activities in which the nominee has applied his/her academic expertise to the welfare of individuals, professional organizations, university groups, the community at large, or the university, with evidence of the magnitude of effort and level of commitment to the community in the service provided, all corroborated by:
    - a. Letters of recommendation, support or corroboration from colleagues, associates, students, members of the community, or relevant others. [20 maximum]
    - b. Public acknowledgement, such as, newspaper clippings, testimonials, awards, etc.
    - c. Chronological listing or concise summary of the nominee's service, indicating the recipient group and/or geographical area benefited by the service.
- D. The Distinguished Professor of Research/Artistic Accomplishment nominee's notebook should contain the following items organized in the following order.

1. Letter of nomination bearing the date stamp of the Faculty Senate office verifying submission by December 1.
2. Vitae of nominee. The vitae should verify that the nominee is a full-time member of the CWU faculty and has a minimum of six years full-time service at CWU. The vitae must bear the date stamp of the Faculty Senate office verifying submission of notebook by February 1.
3. Personal statement by nominee of philosophy, goals and achievements in the area of research or artistic achievement and invention. This statement must not exceed 1000 words.
4. Evidence of research or artistic achievement, corroborated by:
  - a. Letters of recommendation, support or corroboration from colleagues, associates, students or relevant others emphasizing professional recognition, quality and credibility of research or artistic achievement. [20 maximum]
  - b. Artistic Accomplishment - Reviews, newspaper clippings, programs, reports, awards, acknowledgments, grants funded, etc.
  - c. Research - Reprints of publications and a chronological list of research projects, publications, reports, performances, presentations, program participation, etc.; or a summary of a single research program for which nomination has been made.

#### VI. Non-Tenure Track Distinguished Faculty Award

##### A. Eligibility

This award is limited to Non-Tenure Track CWU faculty employed by the university during the time of their consideration, and who have a minimum of six (6) years teaching at least one-half of a FTEF on an annualized basis in a Lecturer or Senior Lecturer capacity at the University.

##### B. The nominee's notebook should contain the following items organized in the following order:

1. Letter of nomination bearing the date stamp of the Faculty Senate office verifying submission by December 1.
2. Vitae of nominee, verifying that the nominee is currently employed as a NTT faculty member at CWU. The vitae must bear the date stamp of the Faculty Senate office verifying submission of the notebook by February 1.
3. Personal statement by nominee of philosophy, goals and achievements in the area of teaching, including addressing the areas outlined in the introduction above. This statement must not exceed 1000 words.
4. Evidence of teaching excellence, as described above, corroborated by:
  - a. Letters of recommendation, support or corroboration from colleagues, associates, students or relevant others (20 maximum).
  - b. A portfolio reflecting the full range of the nominee's teaching assignment, containing summary sheets for student evaluations of instruction for all courses, arranged chronologically, taught during the last five years, including all available written comments.
  - c. Representative class syllabi.

- d. If a video recording is included in the file, please limit the length to 15 minutes.
- e. Evidence of teaching that has been informed by scholarship as demonstrated by:
  - 1. incorporation of one's own or others' research in curriculum development;
  - 2. incorporation of technology in the classroom
  - 3. activity in professional organizations and/or writing for publication.