
FACULTY HANDBOOK OF WESTERN WASHINGTON UNIVERSITY

I. Introduction

A. Purpose of this Handbook

This *Faculty Handbook* contains statements of institutional policy and procedure duly established by the Board of Trustees and in effect at the time of its adoption. This *Handbook* provides a guide by which the Board of Trustees, Faculty, and Administration conduct their relations with each other in matters of university academics, budget, planning, and policy.

B. Organization of this Handbook

The *Faculty Handbook* applies to all faculty of the University.

Appendices to the *Handbook* may be added by a majority vote of the Faculty Senate, provided they are referenced in the *Handbook*.

Each college and the library will publish a document that applies to governance issues within that college or the library that does not conflict with the *Faculty Handbook*. Certain procedures, regulations, and requirements regarding such matters as hiring and internal governance may differ from college to college but may not conflict with the policies and procedures of the *Faculty Handbook* unless the proposed differences in procedures, regulations, and requirements have been reviewed by the Faculty Senate and approved by the Board of Trustees. In the event of a conflict, the *Faculty Handbook* prevails.

C. Handbook Amendment Procedure

1. The need to review the *Handbook* will be considered by the Board of Trustees annually at the February meeting. It may, however, be reviewed and amended by the Board by motion at its discretion whenever necessary, providing that due notice shall be given of such intention. When not bound by superior authority, the Board shall hear and consider recommendations from affected faculty before taking final action.
2. Proposals for amendment of this *Handbook* may be initiated and presented to the Board (1) by the President of the University who shall, if not sustained by a majority of the faculty, at the same time present the faculty recommendations to the Board; (2) by the Faculty Senate; or (3) by the faculty through signed petition of 25 faculty members.
3. No proposal for amendment shall be acted upon finally and established as policy by the Trustees without due notice to the faculty and without hearing and considering their recommendation. Neither shall any proposal for amendment be acted upon and established as policy by the Trustees without due notice to the President of the University and without hearing and considering the President of the University's recommendation.
4. Amendments to the *Handbook* become effective upon approval by the Board of Trustees or a date set by the Board of Trustees.

II. Western Washington University

A. Organization

1. Western Washington University has seven colleges, the Graduate School, and the University Libraries, each with a dean as chief administrative officer. The colleges are the College of Business and Economics, the College of Fine and Performing Arts, the College of Humanities and Social Sciences, the College of Sciences and Technology, Fairhaven College of Interdisciplinary Studies, the College of the Environment, and the Woodring College of Education. In the remainder of this *Handbook*, the term "colleges" encompasses the units listed above, including the Graduate School and the University Libraries.
2. The President of the University is the chief administrative officer of the University. Five vice presidents have responsibilities as are indicated by their titles: Provost/Vice President for Academic Affairs, Vice President for Business and Financial Affairs, Vice President for Student Affairs, Vice President for Advancement, and Vice President for External Affairs.
3. Appendix 2 gives a detailed organization chart.

B. Governance

1. The governing body of the University is the Board of Trustees. The President of the University is the representative and spokesperson for the Board of Trustees. The faculty, through the Faculty Senate, works closely with the President of the University and Provost/Vice President for Academic Affairs in formulating, implementing, and evaluating university policies. It is the policy of Western Washington University that there shall be meaningful participation by the faculty, through the Faculty Senate or other recognized faculty bodies, in matters relating to university academics, budget, planning and policy in matters at all levels of internal university governance. This is consistent with the University's policy of open participation in governance.
2. The Faculty Senate represents the faculty in matters concerning university academics, budget, planning, and policy. The Executive Council of the Senate prepares the agenda for Senate meetings, meets on a scheduled basis with the President of the University and/or Provost/Vice President for Academic Affairs, and performs such other duties as may be delegated to it by the Faculty Senate.
3. The Faculty Senate consists of 30 voting Senators, and the President of the University and Provost/Vice President for Academic Affairs as ex officio, non-voting members. The powers of the Senate, including those of its Executive Council and other councils, are those defined in the *Constitution of the Faculty of WWU*, which appears as Appendix 1 of this *Handbook*.
4. When a matter of special importance to the faculty is to be decided, the Faculty Senate may call for a General Faculty Assembly for purposes of discussion and recommendation.

III. The Faculty

A. Introduction

1. A faculty member is a person who holds a faculty position as described in the Collective Bargaining Agreement between Western Washington University and United Faculty of Western Washington (the *Faculty Contract*).

2. The Faculty Senate and its committees advance the University's objectives, as set forth in the *Western Washington University Catalog* and the *Strategic Plan of the University*. Department and college faculties are responsible for developing programs and courses that meet university standards and relate to university objectives.
3. The Faculty Senate works collaboratively with other campus units on matters of university budgeting, planning, and policy.

B. Academic Freedom

All faculty are guaranteed academic freedom as set forth in the *1940 Statement of Principles of Academic Freedom and Tenure with 1970 Interpretive Comments* (see Appendix 4), formulated by the Association of American Colleges and Universities and the American Association of University Professors, as expressed in the *Faculty Contract*. Academic tenure follows the *Faculty Contract*.

C. Recruitment Policy

It is the policy of Western Washington University to appoint faculty members who provide evidence of achievement (or the promise of achievement) in teaching, in scholarly or creative endeavors, and in service to the University and community. Unless otherwise specified in the letter of appointment, retention shall be on the basis of continuing effectiveness in these areas. Assessment at all levels is to be carried out in accord with the Department Evaluation Plan (see *Faculty Contract* for definition).

D. Faculty Duties

Faculty at Western pursue excellence in their teaching or librarianship. Faculty are expected to adhere to the principles of faculty conduct contained in the Code of Faculty Ethics (found in Appendix 5 of the *Handbook*).

Tenured and tenure-track faculty engage in research or creative activities of recognized quality, and service including participation in the hiring of faculty within the department.

The Department Evaluation Plan may further define obligations or specify additional obligations, while specific duties of individual faculty may be defined in the letter of offer.

E. Rights and Responsibilities of the Faculty**1. Tenured and Tenure-Track Faculty**

Tenured and tenure-track faculty share the same rights and responsibilities with respect to faculty governance, unless otherwise specified by the *Faculty Handbook* or the *Constitution of the Faculty of WWU* (Appendix 1).

2. Non-Tenure-Track Faculty

Non-tenure-track faculty do not have all the rights and responsibilities of faculty with respect to faculty governance. Departmental voting privileges are at the discretion of the department, but shall not extend to issues of appointment, tenure, promotion, or other personnel matters. Faculty Senate voting privileges are described in the *Constitution of the Faculty of WWU* (Appendix 1).

3. Emeritus Status

The title of emeritus may be conferred by the President of the University upon retiring faculty members whose contributions have been deemed outstanding by their peers. Recommendation for the title may be initiated by the faculty member's department or by the appropriate dean; it requires the support of the dean of the college and must be approved by the Provost/Vice President of Academic Affairs. The usual minimum service to Western Washington University is ten years.

In addition to those privileges accorded all retirees, emeritus faculty of Western Washington University are eligible to sit on master's degree candidates' supervisory committees; are listed in the Faculty/Staff Directory and may receive a copy of the directory on written request; are listed in the *Western Washington University Catalog*; are eligible to march in graduation and other formal ceremonies of the University; may be appointed members of Faculty Senate committees; and may use departmental office space and computer access including E-mail on a space-available basis, as determined by the appropriate department. Emeritus faculty do not vote on matters relating to faculty.

IV. Reimbursements and Consulting Policies

A. Reimbursement of Expenses

The University finances, partially or entirely, official attendance at professional meetings of faculty members who represent the institution and who participate in the programs presented at such meetings. Financial arrangements covering travel and expenses must be made in advance with the department chairperson or appropriate unit head. University travel policies and state regulations are available on-line and may be obtained from the department chairperson, appropriate dean or the Division of Purchasing. The Division of Purchasing administers these policies and regulations.

A faculty member seeking travel support should apply to the chairperson and/or dean. The University will reimburse faculty members for travel required by the University.

B. Policy on Consulting and Other Compensated Professional Activities

Introduction

The first obligation of members of the faculty and staff is the preparation for and carrying out of official University duties. Faculty and staff who are full-time are expected to devote full-time effort to their institutional responsibilities. At the same time, the University recognizes that individuals, the University, and the State benefit from faculty and staff involvement in and support of outside organizations and industry. Such involvement provides opportunities to individuals to create and disseminate expert information outside of the traditional university employment structure while simultaneously providing to individuals additional experiences, augmenting their ability to carry out their University responsibilities. The University benefits in its ongoing relationships with the local, regional, national, and international communities it seeks to serve.

University faculty members serving as consultants or engaging in outside compensated professional activities, can be valuable resources to government, industry, public and private organizations. The University encourages faculty members to engage in such activities provided that they do not interfere with the performance of University duties and that no conflict of interest exists.

Full-time faculty members are compensated for full-time service to the University in instruction, research, and public service responsibilities. The University expects that each full-time faculty member will assume a proper share of the functions and responsibilities of the department, college, and the

University. A faculty member may engage in other professional activities beyond the scope of duties as a faculty member within the following guidelines.

Guidelines

These guidelines are designed to protect the integrity of the faculty member-University work relationship.

1. *Professional Activities Commensurate with the University's Mission.* Outside work must be consistent with the University's mission and must enhance the faculty member's professional development. Outside work includes consulting, advising, research, demonstrating, or teaching for other organizations in the areas of professional competence for which the faculty member is employed by Western Washington University. Outside profit-making business activities engaged in for personal monetary gain and which are not related to the area of professional competence for which the faculty member is employed by the University are covered under the state ethics laws. Outside work must be conducted in compliance with the University's policy on Using University Resources.
2. *Non-Interference with Professional Duties.* Outside work must not interfere with a faculty member's normal official University duties, including those non-classroom responsibilities expected of all faculty members, as defined by each college.
3. *Compensation.* Compensation for outside work includes salaries, fees, or gifts. No additional compensation may be accepted by faculty members for tutoring students in courses they teach, or for performing their official duties. Faculty members may accept compensation for outside work only if all of the following conditions are satisfied:¹
 - a. The agreement to do the work is bona fide and the work is actually performed.
 - b. The performance of the work is not within the faculty member's official duties, nor under the faculty member's official supervision.
 - c. The work does not involve assisting others in transactions with state agencies as prohibited by law
 - d. The work is not performed for, nor the compensation received from a person from whom the faculty member is prohibited by law from receiving a gift.²
 - e. The agreement for the outside work is not expressly created or authorized by the faculty member in his or her official capacity or by the University. The university recognizes and fully respects the principle of individual ownership of intellectual property. Research and publication are a central part of a faculty member's responsibility. This research is often deemed valuable by a variety of communities beyond the university, and the university recognizes the right and responsibility of a faculty member to share his or her research as widely as possible. If a faculty member is compensated by anyone beyond the university for research or publication performed as part of the faculty member's duties as a faculty member, the university will not consider that a violation of this policy.
 - f. The work does not require unauthorized disclosure of University confidential information.
4. *Solicitation.* Arranging for outside work must be consistent with the State's Ethics in Public Service Law. If the outside work is for another state agency, the award must satisfy the following additional conditions.

¹ See RCW 42.52.120 (1).

² See RCW 42.52.120 (2).

- a. The award was a result of open and competitive bidding or selection process and more than one bid was received.
 - b. The award was a result of open and competitive bidding or selection process but only one bid was received. In this case the state agency making the award must, prior to the execution of the award, request that the Ethics Board review the award process and advise the faculty member that the award would not conflict with the discharge of the faculty member's official duties.
 - c. The award was not a result of open and competitive bidding or selection process. In this case the state agency making the award must, prior to the execution of the award, request that the Ethics Board review the award process and advise the faculty member that the award would not conflict with the discharge of the faculty member's official duties.
5. *Limits and Approvals.* The University values faculty-student exchanges and expects a high quality performance of teaching, research and service duties. Therefore, full-time faculty must not spend more than the equivalent of one day per week during the academic year in outside compensated professional activities. Exceptions to this limit may be made on the recommendation of the Department Chair, with the approval of the Dean (or other comparable unit administrator), and of the Provost.

All outside work must be disclosed prior to accepting the work, and reported annually by the faculty member to the Department Chair (or comparable unit administrator) who will maintain the reports on file and prepare a report to the Dean. Outside work by a Department Chair or a Dean must be reported to the Provost. Each Dean will submit to the Provost an annual report on outside work by faculty members in the college.

These limits and approvals do not apply to work by full-time faculty on nine-month appointments outside periods of obligated service.

Faculty members who hold part-time appointments (.50 FTE or more) with the University may be self-employed or may accept additional employment outside the University up to a level corresponding to a full-time position without approvals.

The Department Chair (or other comparable unit administrator) must determine whether the outside compensated professional activity by the faculty member will interfere with the performance of official University duties in each specific case. If such work does, in the judgment of the Department Chair (or comparable unit administrator), interfere with the faculty member's performance of University duties or with meeting the faculty member's obligations to the students and the University, the faculty member must either make an acceptable revision of the extent of the proposed activities, or apply for a partial or full leave of absence. If the faculty member does not agree with the judgment of the Department Chair, he/she may appeal to the Dean (or comparable unit administrator), whose decision shall be final.

6. *Use of Facilities.* University facilities (equipment, space, or computers) may not be used for compensated outside work with the exception of compensated professional activities allowed under the above provisions. In all other cases, if the equipment or facilities are unique and are unavailable in the private sector, the faculty member may request approval for use, which must be for a specific project and of a limited duration. Such use must not conflict with the instructional or research activities of the University. Fees for such use shall be determined by the Department Chair or Dean prior to the use. The fees must include overhead costs and be comparable to what the private sector in other cities charges, or to what other universities charge. The fee schedule must be filed with the Vice President for Business and Financial Affairs, and the faculty member authorized to use the facilities or equipment is responsible to the University for payment of the fees.
7. *Responsibility.* The University assumes no responsibility for the competence or performance of a faculty member who engages in outside work for compensation. No such responsibility may be

implied in any advertising or contractual documents. University stationery may not be used for correspondence related to outside work.

V. Creation, Elimination or Merger of a School, College, Academic Department, or Degree Program

A. Creation of a School, College or Academic Department

These procedures are intended to apply to the proposed creation of schools, colleges, and academic departments. These are not intended to apply to programs housed exclusively within a single department or to settle questions within a department regarding the internal allocation of that department's resources. The following standards and procedures will apply:

1. Schools or colleges may be identified as candidates for creation by the Provost. The criteria for creating a school or college will be consistent with the *Strategic Plan of the University* and its colleges.

The decision to create an academic school or college will be based upon the *Strategic Plan of the University* as recommended to the President of the University by the Provost with input from the appropriate Dean(s), faculty, and the Faculty Senate advised by its Standing Committees. The final decision will be made by the Board of Trustees.

2. Departments may be identified as candidates for creation by the appropriate Dean(s) or the Provost. The criteria for creating departments will be consistent with the *Strategic Plan of the University* and its colleges.

In the case of creation of a department, the college will follow procedures developed within the college. The Dean(s) will forward to the Provost a recommendation that will include the recommendations of the college review process, or in its absence, the recommendation of the faculty. The final recommendation of the Provost will be submitted to the President of the University. The final decision will be made by the Board of Trustees.

3. Degree programs may not be created independently of a department of instruction or college, in the case of Fairhaven College of Interdisciplinary Studies or multi-disciplinary graduate programs.
4. Certificate programs may not be created independently of a department of instruction or, in the case of Extended Education programs, must be approved by the appropriate department(s) and curricular bodies.

B. Elimination or Merger of a School, College, Academic Department, or Degree Program

These procedures are intended to apply to the proposed elimination or merger of schools, colleges, academic departments, and degree programs. They are not intended to apply to programs exclusively within a single department or to settle questions within a department regarding the internal allocation of that department's resources. The following standards and procedures will apply:

1. The decision to discontinue formally a school, college, academic department, or degree program will be based primarily upon curricular considerations and the priorities of the *Strategic Plan of the University* as recommended to the President of the University by the Provost with input from the appropriate Dean(s), faculty, and the Faculty Senate advised by its Standing Committees. The recommendation of the Provost and President shall be based primarily on the input received through the processes of faculty governance as provided for below. The final decision will be made by the Board of Trustees.

2. Each college will develop a policy for elimination or merger of a degree program or department. Each college policy will be published in the college governance document. The policies shall address procedures and criteria for elimination or merger and shall identify how faculty input concerning the proposed elimination and merger will be obtained.

The Provost will develop a policy for merger and elimination of a school or college. The policy will address the procedures and criteria for elimination or merger and will identify how faculty input concerning the proposed elimination or merger will be obtained. The policy will be submitted to the Dean(s), and the Faculty Senate advised by its Standing Committees for input. The final policy will be posted on the Faculty Senate website and delivered to the faculty through an email, flyer, or by publication in *FAST*.

3. Schools, colleges, academic departments, or degree programs may be identified as candidates for elimination or merger by the appropriate Dean(s) or the Provost. A school, college, academic department, or degree program may be identified for possible closure or merger if educational policy dictates a change in the priorities of the University or if it no longer contributes to the educational mission of the University. The criteria for eliminating or merging schools, colleges, academic departments, or degree programs will be consistent with the Higher Education Coordinating Board's "Policy and Procedures for the Review of Existing Academic Programs" as well as with the *Strategic Plan of the University* and its colleges.
4. The Provost will initiate a review of a school, college, academic department, or degree program for possible closure or merger.
 - a. In the case of merger or elimination of an academic department or degree program, the college will undertake the review following procedures developed within the college. After review within the college, the faculty recommendation and report, together with the criteria and rationale for the proposed elimination or merger, will be forwarded to the Faculty Senate. The Faculty Senate advised by its Standing Committees will review the proposal and may provide justified recommendations to the Dean(s). The Dean(s) will forward to the Provost a recommendation that will include the recommendations of the college review process. The Dean(s) will also forward to the Provost the reports and recommendations of the Faculty Senate. The final recommendation of the Provost will be submitted to the President of the University and will include the recommendations and reports of the Faculty Senate.
 - b. In the case of a school or college elimination or merger, the Provost will undertake the review following the publication of procedures as per Section V.B.2. The recommendation of the Provost will be submitted to the Faculty Senate. The criteria and rationale for the elimination or merger will be included with the recommendation. The Faculty Senate advised by its Standing Committees may submit justified recommendations and reports to the Provost. The final recommendation of the Provost will be submitted to the President of the University and will include the recommendations and reports of the Faculty Senate.