

## **ACTION ITEM #1**

**Revisions to Section III Faculty Personnel Policies, D. Employment,  
3, g) Part-time Tenured and Tenure-Track Faculty  
(Daniel J. Bernardo)**

TO ALL MEMBERS OF THE BOARD OF REGENTS

**SUBJECT:** Faculty Manual Revisions: Section III, Faculty Personnel Policies, D. Employment, 3, g) Part-time Tenured and Tenure-Track Faculty

**PROPOSED:** That the Board of Regents approve the Revisions to Section III Faculty Personnel Policies, 3, g) Part-time Tenured and Tenure-Track Faculty

**SUBMITTED BY:** Daniel J. Bernardo, Interim Provost and Executive Vice President

**SUPPORTING INFORMATION:** The proposed changes to the attached section of the Faculty Manual were approved by the Faculty Affairs Committee on February 1, 2013 and were passed by the Faculty Senate on February 14, 2013.

## Proposed Changes, Faculty Manual

### Part-time Tenured and Tenure-track Faculty

#### **Current Policy:**

“Tenure-track appointments for not less than three-fourths time (75 percent) may be offered for all ranks. Under exceptional circumstances, an appointment may be offered for at least halftime, but less than three-fourths time. A person employed at the rank of Assistant Professor, or the equivalent rank, who is on a three-fourths time or greater, but less than full-time permanent appointment, is to be considered for tenure no later than the seventh year of service at Washington State University, with tenure to be effective at the beginning of the eighth year. For persons appointed under exceptional circumstances to at least a half-time, but less than a three-fourths time tenure-track position, the time for tenure consideration may be extended.

The performance of all faculty on part-time tenure-track appointment is to be judged in accordance with the general criteria for tenure and promotion as set forth in this *Faculty Manual* and as articulated and supplemented by tenure and promotion criteria developed at the department and/or college level. No distinctions are to be made in tenure and promotion standards and criteria between full-time and part-time faculty.

The tenure review procedures of part-time faculty parallel those of permanent full-time faculty, except that the formal tenure progress reviews, analogous to the “third year” review for full-time appointees, will occur during the fourth year of service for Assistant Professors.

Any exceptions to these procedures and any special provisions including any decision on the amount of prior service at another institution to be considered toward tenure, must be included in the original appointment. Whether time spent on leave without pay is included in time in rank applicable toward tenure should be determined when the leave is approved.

Computation of eligibility is made from the preceding August 16 for persons employed at any time during the first semester and from the following August 16 for persons employed during the second semester. Appropriate adjustments are made for persons on twelve-month appointments.

Faculty members without tenure who are promoted to a higher rank are eligible for tenure only after completion of the terms of service required for eligibility for tenure in the rank of their original appointments.

If the fraction of a faculty member's part-time appointment is increased in the same department after he or she has been granted tenure, tenure for the increased portion of the appointment must be granted automatically.” (pp. 60-61 of the *Faculty Manual*)

**Proposed Policy (new section of the *Faculty Manual* on *Part-time Tenured and Tenure-track Faculty* to replace the *Current Policy* above)**

Tenured and tenure-track faculty members may sometimes benefit from a part-time appointment. The University wishes to accommodate these faculty members if possible without negatively impacting their program, department, or University function. As a result, tenure-track and tenured appointments for not less than 50% time may be offered for all ranks. The duties (e.g., teaching, research and service expectations) and support provided (e.g., start up money, teaching and/or research assistance) will be the same as for a full-time faculty member except they may be prorated for the percentage of the appointment. The duties and support for a part-time faculty member should be specified in the offer letter signed by the faculty member, chair, dean, vice chancellor (for branch campus faculty members) and provost. Part-time faculty members have all of the rights and responsibilities of full-time faculty members except as otherwise provided in the *Faculty Manual*, and subject to the following rules that are specific to their positions.

Tenured and tenure-track faculty members may be initially appointed to a part-time position with the University. To facilitate this process, advertisements for faculty positions may be written to allow applicants to request either full-time or part-time appointments. Those appointed initially to a part-time position have no guarantee that they can subsequently move to a full-time appointment if they wish to do so. Any increases or decreases in the percentage of appointment must be accompanied by a new written agreement signed by the faculty member, chair, dean, vice chancellor (for branch campus faculty members) and provost that specifies the new percentage of appointment and the duties and support associated with the new position. If a tenured faculty member's part-time appointment is permanently increased in the same department in which he or she holds tenure, tenure for the increased portion of the appointment must be granted automatically.

Full-time faculty members who wish to change to part-time status may do so subject to the following conditions.

- Under most circumstances, tenure-track faculty members may not convert to part-time until after they have obtained tenure.
- Tenured faculty members may request a permanent change to a part-time appointment. This change, if granted, must be agreed to in writing by the faculty member, chair, dean, vice chancellor (for branch campus faculty members) and provost. The written agreement must specify the new percentage appointment and the duties and support associated with the new position. Tenure will be reduced to the percentage of the part-time appointment. There is no guarantee that such a faculty member can return to full-time status. A return to full-time status requires the written agreement of the faculty member, chair, dean, vice chancellor (for branch campus faculty members) and provost.
- Tenured faculty members may request a temporary change to part-time status in one semester increments (6-month increments for 12 month appointees) for up to 2 years. This change if granted must be agreed to in writing by the faculty member, chair, dean, vice chancellor (for branch campus faculty members) and provost. The written agreement must specify the percentage appointment, the duties and support associated with the position, and the time for which the appointment is changed. There is no limit to the number of times that a faculty member can request a change in appointment as long as the faculty member returns to full-time status for at least two years between events.

The standards for tenure and promotion are the same for part-time faculty as for full-time faculty members except that part-time faculty members may be granted a proportionally longer period in which to meet these standards. Under most circumstances, someone on a 50% appointment may be given as much as twice as long (12 years) as someone on a 100% appointment (6 years) to complete the requirements for tenure and/or promotion. In this case, two intensive formal tenure progress reviews should be completed, one after 4 years and one after 8 years. Someone on a 75% appointment may be given up to 9 years to complete the standards for tenure and/or promotion. One formal tenure progress review will be completed after 4 years. As for full-time appointments, exceptions can be made to these time requirements for appropriate reasons, such as service at other institutions. Such exceptions must be specified in writing in the offer letter. For part-time faculty members already on appointment, a request for early consideration for tenure and/or promotion may be made by applying to the provost through the chair, dean and vice chancellor (for branch campus faculty members).