



Dealing with Faculty Personnel Issues

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Recording date of this workshop is
November 3, 2016.

Some of the rules and procedures discussed
in this workshop are subject to change.

Please check university resources
before relying exclusively
on this recorded presentation.

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TODAY'S FACULTY TOPICS

- HRS and AGO
- Responsibility
- Review
- Separation
- Discipline
- Leaves
- Resources

HUMAN RESOURCE SERVICES

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Human Resource Services and Attorney General Office

- What we do?
- Why contact us?



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Faculty Responsibility

- Code of Professional Ethics
- Ethics in Public Service
- Student Academic Integrity





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Faculty Responsibility

Faculty Manual II. G., H.

- Title IX
- Mandatory Reporting



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Review of Faculty

- ✓ Faculty Manual Section III. E.
- ✓ Provost's Annual Review Guidelines
- ✓ Significant Change in 2016



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We Are Not All Above Average

- Take the time to do thoughtful, thorough, and specific annual performance evaluations of all employees
- Keep notes of progress, remembering public records principles
- Touch base mid-year on performance goals
- Address problems and document them as they arise

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Separation Processes

Faculty Manual Section III. G.

- Nonreappointment


A faculty member on appointment *without terminal date and without tenure* has no presumption of reappointment, including reappointment with tenure.


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Separation Processes Nonreappointment

Section III G. 1. “...A nonreappointed faculty member will be advised in writing by the department chair as soon as it has been decided that the appointment is not to be renewed. This decision shall be made by the department Chair with the approval of the Dean and following consultation with tenured members of the department involved.”





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Separation Processes Nonreappointment

Section III G. 1 “...This notification will be given to the faculty member as follows: (a) at least three months in advance of the termination of services if in the first year of employment; (b) at least six months in advance of the termination of services if in the second year of employment; (c) at least twelve months in advance of the termination of services if in the employment of the University for two years or longer. At the request of the faculty member, a written statement of the reason for nonreappointment shall be provided.”




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Separation Processes

Section V. K.

- Nonreappointment

Faculty *with a terminal date* and temporary research faculty





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Separation processes

Temporary Faculty

Section V K. 1

A faculty member with an appointment carrying a terminal date, the appointment **ENDS** on the terminal date, unless positive action is taken to reappoint that faculty member.





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Separation processes

Temporary Faculty

V K. 1.

A written notice of non-reappointment is required only when a faculty member's fixed term appointment length is three years or more and the faculty member has not yet received a letter of reappointment. The written notice must be issued at least sixty (60) calendar days prior to the termination date. Contingency appointments always end on the designated terminal date unless the specified contingencies are satisfied.





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Separation Processes


Temporary Research Faculty


V.K. 6

Separation For Cause: Unsatisfactory Performance

✓ Compensated by extramural grant funding

✓ Performance unsatisfactory






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Disciplinary Process

Section II F.

Contact the Office of the Provost and Attorney General's Office



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Performance Concerns

Don't Go From 0 to 60

Engage in progressive discipline, most of the time

- Why it is important
 - Communication and fairness
 - Documentation
- Where required
- Where recommended
- Exceptions



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Faculty Leave

- Family Medical Leave **Section III F. 6**
- Reasonable Accommodation **Section III D**
- Other Health Related Concerns

Contact Human Resource Services




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Faculty Leave

Do not maintain medical/health related documents of any sort at the department level – all medical documents must be forwarded to HRS



Human Resource Services

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Utilize Your Village!

No one can be an expert in all things . . .
Internal resources:

- Human Resource Services (and referrals from it, including Employee Assistance Services) and Urban Campus Human Resource Offices
- Office for Equal Opportunity
- Finance and Administration
 - Contract and policy issues
 - Risk management
- Police Department
- Internal Audit
- Attorney General's Office
- Public Records Office
- Others

Human Resource Services

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RESOURCES

- Available on the HRS website hrs.wsu.edu
- Faculty Recruitment Processes
- Separation Resources
- Manager's Resources - Access Sample Letters
 - Memo of Concern
 - Accept Resignation (verbal/written)
 - Unsatisfactory performance
 - Non-reappointment letters

Human Resource Services

Contact Information

Human Resource Services
509-335-4521 | hrs.wsu.edu

Theresa Elliot-Cheslek: telliott@wsu.edu

Office of the Attorney General
509-335-2636

Terry Ryan: tryan@wsu.edu





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WSU Training
Videoconference**

If you wish to have your attendance
documented in your training history,
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hrstraining@wsu.edu