



Dealing with Faculty Personnel Issues

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Recording date of this workshop is

November 3, 2016.

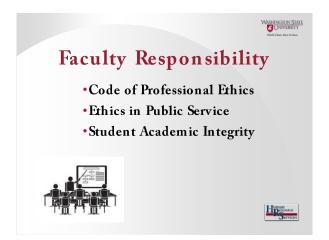
Some of the rules and procedures discussed in this workshop are subject to change.

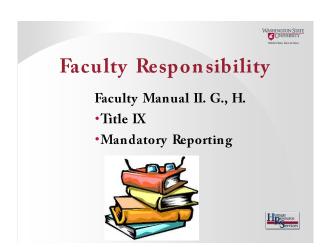
Please check university resources before relying exclusively on this recorded presentation.

**TODAY'S FACULTY TOPICS • HRS and AGO • Responsibility • Review • Separation • Discipline • Leaves • Resources











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.



Page	3



Separation Processes Nonreappointment

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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."





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."



Separation Processes



Section V. K.

• Nonreappointment

Faculty with a terminal date and temporary research faculty







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.





Separation processes Temporary Faculty



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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

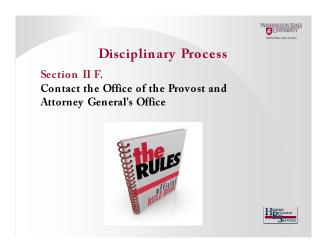
Separation For Cause: Unsatisfactory Performance

- ✓ Compensated by extramural grant funding
- ✓ Performance unsatisfactory















HRS

WASHINGTON STATE UNIVERSITY Faculty Leave Do not maintain medical/health related documents of any sort at the department level - all medical documents must be forwarded to

WASHINGTON STATE UNIVERSITY Utilize Your Village! No one can be an expert in all things . . . In tern al resources: · Human Resource Services (and referrals from it, 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 Âudit Attorney General's Office Public Records Office Others





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