WASHBURN UNIVERSITY FACULTY HANDBOOK

- Washburn University Faculty Handbook (https:// catalog.washburn.edu/faculty-handbook/title/)
- Section 1: Administrative Structure (https://catalog.washburn.edu/ faculty-handbook/admin-structure/)
 - I. The Board of Regents (https://catalog.washburn.edu/facultyhandbook/admin-structure/board-regents/)
 - II. Officers of the University (https://catalog.washburn.edu/ faculty-handbook/admin-structure/officers-university/)
 - III. University Organization Structure and Definitions (https:// catalog.washburn.edu/faculty-handbook/admin-structure/ university-structure-definitions/)
 - IV. General Faculty (https://catalog.washburn.edu/faculty-handbook/admin-structure/general-faculty/)
 - V. Major Academic Units (https://catalog.washburn.edu/facultyhandbook/admin-structure/major-academic-units/)
 - VI. The Faculty Senate (https://catalog.washburn.edu/facultyhandbook/admin-structure/faculty-senate/)
 - VII. Committees (https://catalog.washburn.edu/facultyhandbook/admin-structure/committees/)
 - VIII. Selection and Responsibilities for the Faculty Reps to the BOR (https://catalog.washburn.edu/faculty-handbook/admin-structure/selection-resp/)
 - IX. History of Changes to Section 1 (https:// catalog.washburn.edu/faculty-handbook/admin-structure/ history-section-one/)
- Section 2: Conditions of Employment (https://catalog.washburn.edu/ faculty-handbook/conditions-employment/)
 - I. Statement of Academic Freedom (https:// catalog.washburn.edu/faculty-handbook/conditionsemployment/statement-acad-freedom/)
 - II. Faculty Qualifications (https://catalog.washburn.edu/facultyhandbook/conditions-employment/faculty-qualifications/)
 - III. Faculty Responsibilities (https://catalog.washburn.edu/ faculty-handbook/conditions-employment/faculty-resp/)
 - IV. Equal Opportunity and Sexual Harassment/Harassment Policies and Procedures (https://catalog.washburn.edu/facultyhandbook/conditions-employment/equal-oppty/)
 - V. Faculty Recruitment (https://catalog.washburn.edu/facultyhandbook/conditions-employment/faculty-recruit/)
 - VI. Electronic Records (https://catalog.washburn.edu/facultyhandbook/conditions-employment/electronic-records/)
 - VII. Nepotism/Conflict of Interest Policy (https:// catalog.washburn.edu/faculty-handbook/conditionsemployment/nepotism-conflict-interest/)
 - VII. History of Changes to Section 2 (https:// catalog.washburn.edu/faculty-handbook/conditionsemployment/history-section-two/)
- Section 3: Faculty Personnel Policies & Procedures (https:// catalog.washburn.edu/faculty-handbook/policies-procedures/)
 - I. University Standards on Appointments, Tenure and Promotions (https://catalog.washburn.edu/faculty-handbook/policiesprocedures/uni-standards/)

- II. University Policy on Faculty Tenure (https:// catalog.washburn.edu/faculty-handbook/policies-procedures/unipolicy-faculty-tenure/)
- III. Promotion and Tenure (https://catalog.washburn.edu/facultyhandbook/policies-procedures/promotion-tenure/)
- IV. Procedure for Notice of Non-Reappointment (https:// catalog.washburn.edu/faculty-handbook/policies-procedures/ procedure-non-reappointment/)
- V. Procedures for Termination (https://catalog.washburn.edu/ faculty-handbook/policies-procedures/procedure-termination/)
- VI. Criteria and Procedures for Evaluting Faculty for Salary Increments (https://catalog.washburn.edu/faculty-handbook/ policies-procedures/criteria-procedures-salary/)
- VII. Grievance Policy and Procedure (https:// catalog.washburn.edu/faculty-handbook/policies-procedures/ grievance/)
- VIII. Policy Concerning Scholarly Misconduct (https:// catalog.washburn.edu/faculty-handbook/policies-procedures/ scholarly-misconduct/)
- IX. Emeritus Status (https://catalog.washburn.edu/facultyhandbook/policies-procedures/emeritus-status/)
- X. Eminentes Universitatis Policy and Procedure (https:// catalog.washburn.edu/faculty-handbook/policies-procedures/ eminentes-universitatis/)
- XI. History of Changes to Section 3 (https:// catalog.washburn.edu/faculty-handbook/policies-procedures/ history-section-three/)

Section 4: Selection, Appointment & Tenure of Academic Administrators (https://catalog.washburn.edu/faculty-handbook/ selection-appointment-tenure-admin/)

- I. General Statement (https://catalog.washburn.edu/facultyhandbook/selection-appointment-tenure-admin/statement/)
- II. Selection and Appointment of Chairpersons (https:// catalog.washburn.edu/faculty-handbook/selection-appointmenttenure-admin/chairpersons/)
- III. Selection and Appointment of Deans (https:// catalog.washburn.edu/faculty-handbook/selection-appointmenttenure-admin/deans/)
- IV. Selection and Appointment of Provost & Vice President of Academic Affairs (https://catalog.washburn.edu/facultyhandbook/selection-appointment-tenure-admin/vpaa/)
- V. Selection and Appointment of Acting Vice Presidents, Deans and Chairpersons (https://catalog.washburn.edu/facultyhandbook/selection-appointment-tenure-admin/acting-vp-deanschairpersons/)
- VI. Selection and Appointment of Associate and Assistant Vice Presidents, Associate and Assistant Deans, and Chairpersons (https://catalog.washburn.edu/faculty-handbook/selectionappointment-tenure-admin/associate-assistant/)
- VII. Policy on Academic Administrative Salaries and Term of Office (https://catalog.washburn.edu/faculty-handbook/ selection-appointment-tenure-admin/policy/)
- VIII. Assignment of Academic Rank to Adminstrative Personnel (https://catalog.washburn.edu/faculty-handbook/selectionappointment-tenure-admin/assignment-rank/)
- IX. History of Changes to Section 4 (https:// catalog.washburn.edu/faculty-handbook/selection-appointmenttenure-admin/history-section-four/)

- Section 5: Faculty Load, Benefits & Leave Policy (https:// catalog.washburn.edu/faculty-handbook/load-benefits-leave/)
 - I. Faculty Teaching Load (https://catalog.washburn.edu/facultyhandbook/load-benefits-leave/faculty-teaching-load/)
 - II. Employment Outside the University (https:// catalog.washburn.edu/faculty-handbook/load-benefits-leave/ employment-outside/)
 - III. Summer Session Employment (https://catalog.washburn.edu/ faculty-handbook/load-benefits-leave/summer-session/)
 - IV. Overload Employment (https://catalog.washburn.edu/facultyhandbook/load-benefits-leave/overload-employment/)
 - V. Adjunct and Part-Time Faculty (https://catalog.washburn.edu/ faculty-handbook/load-benefits-leave/adjunct-parttime-faculty/)
 - VI. Benefits (https://catalog.washburn.edu/faculty-handbook/ load-benefits-leave/benefits/)
 - VII. Faculty Tuition and Fee Waivers (https:// catalog.washburn.edu/faculty-handbook/load-benefits-leave/ faculty-tuition/)
 - VIII. Faculty Travel (https://catalog.washburn.edu/facultyhandbook/load-benefits-leave/faculty-travel/)
 - IX. Reprints of Scholarly Articles (https://catalog.washburn.edu/ faculty-handbook/load-benefits-leave/reprints-scholarly-articles/)
 - X. Research Support (https://catalog.washburn.edu/facultyhandbook/load-benefits-leave/research-support/)
 - XI. Leaves (https://catalog.washburn.edu/faculty-handbook/loadbenefits-leave/leaves/)
 - XII. Voluntary Phased Retirement (https://catalog.washburn.edu/ faculty-handbook/load-benefits-leave/voluntary-phasedretirement/)
 - XIII. History of Changes to Section 5 (https:// catalog.washburn.edu/faculty-handbook/load-benefits-leave/ history-section-five/)
- Section 6: Classroom Procedures & General Faculty Responsibility (https://catalog.washburn.edu/faculty-handbook/classroomprocedures-responsibility/)
 - I. Professional Ethics (https://catalog.washburn.edu/facultyhandbook/classroom-procedures-responsibility/professionalethics/)
 - II. Student Records (https://catalog.washburn.edu/facultyhandbook/classroom-procedures-responsibility/student-records/)
 - III. Student Credit Hour Definition (https://catalog.washburn.edu/ faculty-handbook/classroom-procedures-responsibility/studentcredit-hour-definition/)
 - IV. Class Rosters (https://catalog.washburn.edu/facultyhandbook/classroom-procedures-responsibility/class-rosters/)
 - V. Grading Procedures (https://catalog.washburn.edu/facultyhandbook/classroom-procedures-responsibility/gradingprocedures/)
 - VI. Class Attendance (https://catalog.washburn.edu/facultyhandbook/classroom-procedures-responsibility/classattendance/)
 - VII. Change of Schedules (https://catalog.washburn.edu/ faculty-handbook/classroom-procedures-responsibility/changeschedules/)
 - VIII. Honors (https://catalog.washburn.edu/faculty-handbook/ classroom-procedures-responsibility/honors/)

- IX. Academic Fresh Start (https://catalog.washburn.edu/facultyhandbook/classroom-procedures-responsibility/academic-freshstart/)
- X. Academic Misconduct (https://catalog.washburn.edu/facultyhandbook/classroom-procedures-responsibility/academicmisconduct/)
- XI. Auditors (https://catalog.washburn.edu/faculty-handbook/ classroom-procedures-responsibility/auditors/)
- XII. Repetition of Courses (https://catalog.washburn.edu/facultyhandbook/classroom-procedures-responsibility/repetitioncourses/)
- XIII. Student Perception of Faculty (https:// catalog.washburn.edu/faculty-handbook/classroom-proceduresresponsibility/student-perception/)
- XIV. Absence of the Instructor from Class (https:// catalog.washburn.edu/faculty-handbook/classroom-proceduresresponsibility/absence-instructor-class/)
- XV. Copyrighted Materials for Classroom Use (https:// catalog.washburn.edu/faculty-handbook/classroom-proceduresresponsibility/copyrighted-materials-classroom/)
- XVI. Claims for Damages on University Property (https:// catalog.washburn.edu/faculty-handbook/classroom-proceduresresponsibility/claims-damage-property/)
- XVII. Participation in Activities (https://catalog.washburn.edu/ faculty-handbook/classroom-procedures-responsibility/ participation-activities/)
- XVIII. Student Office Hours (https://catalog.washburn.edu/ faculty-handbook/classroom-procedures-responsibility/officeconference-hours/)
- XIX. Committee Responsibilities (https://catalog.washburn.edu/ faculty-handbook/classroom-procedures-responsibility/ committee-resp/)
- XX. Tutoring (https://catalog.washburn.edu/faculty-handbook/ classroom-procedures-responsibility/tutoring/)
- XXI. Professional Meetings (https://catalog.washburn.edu/ faculty-handbook/classroom-procedures-responsibility/ professional-meetings/)
- XXII. Emergencies (https://catalog.washburn.edu/facultyhandbook/classroom-procedures-responsibility/emergencies/)
- XXIII. University Smoking Policy (https://catalog.washburn.edu/ faculty-handbook/classroom-procedures-responsibility/smokingpolicy/)
- XXIV. Faculty Members as Advisors (https:// catalog.washburn.edu/faculty-handbook/classroom-proceduresresponsibility/faculty-as-advisors/)
- XXV. Success Week Policy (https://catalog.washburn.edu/ faculty-handbook/classroom-procedures-responsibility/successweek/)
- XXVI. History of Changes to Section 6 (https:// catalog.washburn.edu/faculty-handbook/classroom-proceduresresponsibility/history-section-six/)
- Section 7: Services for and Responsibilities of Students (https:// catalog.washburn.edu/faculty-handbook/services-responsibilitiesstudents/)
 - I. Academic Advising (https://catalog.washburn.edu/facultyhandbook/services-responsibilities-students/academic-advising/)

- II. Student Health Services (https://catalog.washburn.edu/ faculty-handbook/services-responsibilities-students/studenthealth-services/)
- III. Financial Aid (https://catalog.washburn.edu/facultyhandbook/services-responsibilities-students/financial-aid/)
- IV. Career Services (https://catalog.washburn.edu/facultyhandbook/services-responsibilities-students/career-services/)
- V. Counseling Services (https://catalog.washburn.edu/facultyhandbook/services-responsibilities-students/counselingservices/)
- VI. Organizational Advising (https://catalog.washburn.edu/ faculty-handbook/services-responsibilities-students/ organizational-advising/)
- VII. Student Conduct and Disciplinary Code (https:// catalog.washburn.edu/faculty-handbook/servicesresponsibilities-students/student-conduct-disciplinary-code/)
- VIII. Academic Impropriety Policy (https://catalog.washburn.edu/ faculty-handbook/services-responsibilities-students/academicimpropriety/)
- IX. School of Law Honor Code and Procedure for Law Students (https://catalog.washburn.edu/faculty-handbook/services-responsibilities-students/sol-honor-code/)
- X. History of Changes to Section 7 (https:// catalog.washburn.edu/faculty-handbook/servicesresponsibilities-students/history-section-seven/)
- Section 8: Governance of Major Academic Units (https:// catalog.washburn.edu/faculty-handbook/governance-acad-units/)
 - I. Governance Structure of the College of Arts and Science (https://catalog.washburn.edu/faculty-handbook/governanceacad-units/cas/)
 - II. Governance Structure of the School of Law (https:// catalog.washburn.edu/faculty-handbook/governance-acad-units/ sol/)
 - III. Governance Structure of the School of Applied Studies (https://catalog.washburn.edu/faculty-handbook/governanceacad-units/sas/)
 - IV. Governance Structure of the School of Nursing (https:// catalog.washburn.edu/faculty-handbook/governance-acad-units/ son/)
 - V. Governance Structure of the School of Business (https:// catalog.washburn.edu/faculty-handbook/governance-acad-units/ sobu/)
 - VI. History of Changes to Section 8 (https:// catalog.washburn.edu/faculty-handbook/governance-acad-units/ history-section-eight/)
- Section 9: Appendix (https://catalog.washburn.edu/facultyhandbook/appendix/)
 - Appendix I. Academic Organizational Chart (https:// catalog.washburn.edu/faculty-handbook/appendix/academic-orgchart/)
 - Appendix II. The Core of Academe: Teaching, Scholarly Activity & Service (https://catalog.washburn.edu/faculty-handbook/ appendix/core-of-academe/)
 - Appendix III: Major Research Grants (MRGF) Guidelines (https:// catalog.washburn.edu/faculty-handbook/appendix/mrgfguidelines/)

- Appendix IV: Human Subject Research Policy (https:// catalog.washburn.edu/faculty-handbook/appendix/humansubject-research-policy/)
- Appendix V: Animal Subject Research Guidelines (https:// catalog.washburn.edu/faculty-handbook/appendix/animalsubject-research-guidelines/)
- Appendix VI: AIDS Policy & Guidelines (https:// catalog.washburn.edu/faculty-handbook/appendix/aids-policy/)
- Appendix VII: Agreement on Guidelines for Classroom Copying Not-For-Profit Educational Institutions With Respect to Books and Periodicals (https://catalog.washburn.edu/faculty-handbook/ appendix/classroom-copying-books/)
- Appendix VIII: Using Software: a Guide to the Ethical and Legal Use of Software for Members of the Academic Community Preamble (https://catalog.washburn.edu/faculty-handbook/ appendix/using-software/)
- Appendix IX: Grievance Policy & Procedure (https:// catalog.washburn.edu/faculty-handbook/appendix/grievancepolicy/)
- Appendix X: Policy Concerning Scholarly Misconduct (https:// catalog.washburn.edu/faculty-handbook/appendix/scholarlymisconduct/)
- Appendix XI: Critical Incident Protocol (https:// catalog.washburn.edu/faculty-handbook/appendix/criticalincident-protocol/)
- Appendix XII: Telecommunications Use and World Wide Web Policies Approved May 9, 1995 by the University Council (https://catalog.washburn.edu/faculty-handbook/appendix/ telecommunications/)
- Appendix XIII: Conflict of Interest and Standards of Conduct Policy (https://catalog.washburn.edu/faculty-handbook/ appendix/conflict-of-interest/)
- Appendix IX: Non-Tenured Faculty Termination Flowchart (https://catalog.washburn.edu/faculty-handbook/appendix/termnon-tenured/)
- Appendix X: Tenured Faculty Termination Flowchart (https:// catalog.washburn.edu/faculty-handbook/appendix/termtenured/)