

SPECIAL  
MEETING OF THE BOARD OF TRUSTEES  
OF THE EVERGREEN STATE COLLEGE

Monday, November 13, 1978  
The Evergreen State College Campus  
Daniel J. Evans Library, Room 3112

Trustees Present: Wesley E. Berglund  
Robert J. Flowers  
Herbert D. Hadley  
Halvor M. Halvorson  
Jane B. Sylvester

Staff Present : Judy Annis, Director of Information Services  
Mike Bigelow, Budget Officer  
Bill Brown, Member of the Faculty  
Jovana Brown, Dean of Library Services  
Dean Clabaugh, Administrative Vice President  
Les Eldridge, Assistant to the President  
Daniel Evans, President  
Rita Grace, Recording Secretary  
Ed Reid, Custodian Supervisor (Staff seated at Board Table)  
Barbara Smith, Academic Dean  
Pete Steilberg, Director of Recreation and Campus Activities  
Larry Stenberg, Dean of Enrollment Services  
Kirk Thompson, Member of the Faculty  
Sid White, Member of the Faculty  
See permanent roster for others attending

Others Present : Ed Arnone, The Daily Olympian  
Bill Hucks, Student (Seated at the Board Table)  
Kathryn Knutson, Student, Studies in Greece  
Richard Montecucco, Senior Assistant Attorney General  
Robert Mulliner, Student, Studies in Greece  
Jill Reynolds, Student, Studies in Greece  
See permanent roster for others attending

CALL TO ORDER, INTRODUCTION OF GUESTS AND APPROVAL OF MINUTES - Action

The meeting was called to order by Chairman Halvorson at 10:35 A.M.  
Chairman Halvorson welcomed Ed Reid, classified staff member sitting with the Trustees, replacing Yuki Chancellor who was unable to serve.

Motion 78-53 Mr. Berglund moved approval of the minutes of the October 19, 1978 meeting as submitted. Seconded by Mr. Flowers and passed.

PRESIDENT'S REPORT

Summer Institutes (Barbara Smith/Kirk Thompson)

Academic Dean Barbara Smith discussed plans for the 1979 summer session indicating that programs have been designed to serve teachers, 00122

government workers, and community members. Kirk Thompson discussed the successful photographs institute offered last summer and described plans for a similar program this summer. Bill Hucks questioned student input in the planning process. Trustee Hadley asked about the possibility of designing programs to meet the needs of those seeking degrees. Dean Smith responded that the summer brochure can (and will) explain courses available for those seeking degrees and that faculty will be available for individual contracts which could cover basic disciplines.

**PUBLIC HEARING: FACILITIES USAGE AND FACULTY MEMBERSHIP, APPOINTMENT & EVALUATION - Action**

At 11 o'clock the Trustees convened a public hearing to consider a revision to the facilities usage policy and a new policy for faculty membership, appointment and evaluation.

Motion  
78-54

Mr. Berglund, in accordance with Administrative Procedures Act requirements, moved approval of revision to WAC 174-136, sections -101, -011, -012, -013, -014, -015, -017, -018, -019, -02001, -021, and -022 (attached) relating to a policy for facilities usage for on-campus events and appearances, which hearing is continued from the October 19 meeting. Seconded by Mr. Flowers and passed.

The faculty membership, appointment and evaluation policy was first brought to the Trustees by the Faculty Handbook DTF on July 13, 1978, and has been revised to include Trustee changes. This is a new policy under the Washington Administrative Code, but is a revision of an internal policy.

Motion  
78-55

Mr. Hadley, in accordance with Administrative Procedures Act requirements, moved approval of WAC 174-128-010 through -090 and section -990 (attached) relating to faculty membership, appointment and evaluation, to be submitted as a Washington Administrative Code policy and included in the Faculty Handbook. Seconded by Mr. Flowers and passed.

The special meeting reconvened at 11:10 A.M.

**PRESIDENT'S REPORT - Continued**

Evergreen Art Galleries (Sid White)

Faculty Member Sid White told the Trustees of problems encountered in the past in the management of the art galleries. The fourth floor art gallery is coordinated by the Studio Projects group contract with Susan Aurand and Marilyn Frasca and is used for exhibits requiring security. Sid White coordinates the second floor art gallery which will feature exhibits of graduating seniors and works representative of the arts at Evergreen.

Greece Program (Students Robert Mulliner, Jill Reynolds, Kathy Knutson, etc.)

President Evans introduced students who spent six months in Greece with Faculty Member Phil Harding following three months of on-campus planning. The students enthusiastically reported on their educational adventure and experiences via a slide-tape narration, music, samples 00123

of Greek food, and a display of memorabilia and projects. This group contract was made possible by a \$7,000 anonymous donation in 1977 designated for study in Greece.

#### Design for Enrollment Task Force (Stenberg)

Larry Stenberg reported on the activities of and interest in the Design for Enrollment Task Force following President Evans' charge in early October. The task force consists of 7 faculty, 8 staff, 5 students and 1 community member (21 members plus 6 resource people) who meet weekly. The group has collected information, identified and analyzed problems and has now broken down into 4 subcommittees to work out plans of action. Mr. Stenberg reviewed the goals of each subcommittee. The committee will report back to the Trustees early in winter quarter. Trustee Flowers expressed the hope that impact could be felt in 1979.

#### Miscellaneous Comments (Evans)

President Evans mentioned recent meetings which have occurred on campus: Byron Youtz's proposals for graduation requirements, an open forum revolving around curriculum and graduation requirements, and a student organized meeting designed to bring a sense of collegiality to the campus.

#### EXECUTIVE SESSION

At 12:05 P.M., the Board went into executive session for the purpose of discussing a personnel issue during lunch. The special meeting resumed at 1:30 P.M.

#### PRESIDENT'S REPORT - Continued

##### Intercollegiate Athletics Progress Report (Steilberg)

Peter Steilberg prepared this report in response to Trustee Flowers' request on July 13 that Mr. Steilberg study the application of the March 9, 1978 feasibility study to show costs and steps necessary to implement an intercollegiate athletics program at Evergreen for low-budget sports such as track, soccer, swimming, tennis, and volleyball. In his review, Mr. Steilberg added cross-country running and wrestling. Mr. Steilberg reviewed the basis on which the report was prepared, indicating a lack of input from faculty and students. He views lack of money and interest as major problems. Attached to his report: (1) estimated costs for the seven sports; (2) a letter from the Thurston Olympians Swim Club Parents Inc. regarding a possible joint cooperative swim program; and (3) an example of how to proceed if a decision is made to enter intercollegiate athletics. Mr. Flowers asked Mr. Steilberg to prioritize sports as to feasibility; swimming would be first, followed by soccer, cross-country running and tennis.

Motion  
78-56

Mr. Flowers moved to request Dean Clabaugh to establish a task force to assist Pete Steilberg in the developmental aspects of an intercollegiate athletics program for swimming, soccer, cross country running and tennis (and others as appropriate) to study cost estimates, explore other pertinent issues, examine the revenue potential from the various sports, and consider what the college should do in the way of a women's program. The task force is to come back to the

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Trustees with a recommendation as to whether or not the college should have intercollegiate athletics. Seconded by Mr. Berglund and passed.

If a decision were made to support intercollegiate athletics, the Foundation would be approached for financial support.

#### Interfund Loan Activity (Clabaugh)

In response to Mrs. Sylvester's request in July, Mr. Clabaugh reviewed his written report dated November 8 regarding interfund loans. Trustee Flowers asked Mr. Clabaugh to investigate the penalties of cashing in time certificates for the Federal Land Bank bond.

Chairman Halvorson appointed Trustees Flowers and Hadley to an investment committee to work with Dean Clabaugh in reviewing these investments (former Trustees Saunders and Schmidt served as an investment committee and were not replaced as they left the Board).

Mrs. Sylvester indicated that this report was not what she has asked for. Mr. Hadley suggested that he meet with Mrs. Sylvester for clarification and report that conversation to the investment committee.

#### Special Tuition for Department of Human Resources Development (Clabaugh)

Mr. Clabaugh reviewed John Aikin's November 6 memo regarding a proposal for a special tuition rate for training courses which Evergreen would offer jointly with the DHRD. This issue relates to agenda item No. 9, waiver of fees for persons 60 years of age and over, and also to reduced out-of-state tuition costs for summer quarter. These three tuition issues will be brought to the Board for action in December.

#### Possibility of Evergreen Assuming Responsibility for Interdepartmental Training (Evans/Youtz)

President Evans mentioned a suggestion by OFM and the Governor to have Evergreen assume the responsibility for interdepartmental training at the state level. Provost Youtz is currently exploring this possibility; several faculty have volunteered to interview major state agencies. The college will then decide whether or not to make a proposal to OFM. Mr. Youtz indicated that present thinking is to manage this as a continuing education offering directed to state government employees (a self-supporting operation). Exploration of credit-generating options for state government workers might help improve Evergreen's evening courses. This, plus a graduate program, will provide service to state employees at many different levels.

#### WAIVER OF FEES FOR PERSONS SIXTY YEARS OF AGE AND OVER - Discussion

This item will be brought back to the Trustees along with the two other tuition issues, probably at the December meeting. Dean Clabaugh commented that, although he drafted the resolution, he is not necessarily in favor of this action.



#### APPOINTING AUTHORITY RESOLUTION - Action

This resolution, which has been deferred from previous meetings, updates a previous resolution last adopted in April, 1975. A discussion of the purpose of the resolution followed Mrs. Sylvester's comment that she would not vote in favor of it. The resolution was originally drafted to alleviate the Board's having to be involved in hiring, firing, and discipline of staff.

Motion  
78-57

Mr. Flowers moved approval of Resolution No. 78-4, entitled

"Resolution of the Board of Trustees of The Evergreen State College designating certain persons as 'appointing authority' for employment purposes and delegating the Board of Trustees' powers and duties of employment under RCW 28B.40.120(2) to certain designated persons."

Seconded by Mr. Berglund and passed with Mrs. Sylvester voting "no."

#### RECREATION FIELD ADDITION AND IMPROVEMENTS PROJECT - Action

Mr. Strecker asked for acceptance of the construction phase of this project so that he could release the retainage.

Motion  
78-58

Mr. Hadley moved to accept the construction work of the Recreation Field Addition and Improvements project which provided for the extension of the existing playing field, a paved bicycle path, and a running path. Seconded by Mr. Flowers and passed.

#### COMMUNICATIONS BUILDING - Discussion

Mr. Hadley asked about the status of the Communications Building. Mr. Strecker responded that he is working with the Department of General Administration to close out the major portion of the contract (\$6,000,000) and to issue a new contract for the uncompleted work amounting to approximately \$29,000.

#### STRIKE POLICY - Discussion

President Evans reviewed the steps leading to this proposed policy. Irene Christy, chairman of the disappearing task force, reviewed the recommendation of her group. Other members, Rita Cooper, Mary Dillaway, and student Elena Guilfoil, added their comments, as did Les Eldridge. After considerable discussion, Rich Montecucco volunteered to draft an alternative strike policy for the next meeting.

#### COLLEGE ACTIVITIES BUILDING, PHASE II - Action

Bill Hucks, coordinator of the Services and Activities Fee Review Board, reviewed the recommendation of the S & A Board regarding the effect of reduced enrollment on the College Activities Building, Phase II.

Motion  
78-59

Mr. Flowers moved concurrence with Bill Hucks' November 9, 1978 memo regarding alternative plans for the College Activities Building, Phase II, project in light of reduced enrollment

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and requested that Mr. Strecker stop the architectural work until a decision can be made. Seconded by Mrs. Sylvester and passed.

The S & A Board expects to have a recommendation ready for the Trustees in January.

#### MISCELLANEOUS ITEMS

The Council for Postsecondary Education expects to have their study of Evergreen completed by November 22 with action occurring at their December meeting.

Evergreen's master's degree program will probably be on the CPE December or January agenda.

President Evans discussed a hand-out prepared by Mike Bigelow regarding contract enrollment payback. Excess monies have been identified in the instruction program and plant operations and maintenance and library reserves after the payback. Additional monies have been committed to the library and to the instructional budget to add resources to instruction for winter and spring quarter programs.


Mr. Halvorson asked about the status of the Provost search. President Evans responded that the committee is prepared to hire a consultant to assist in the search. The search closes the end of December.

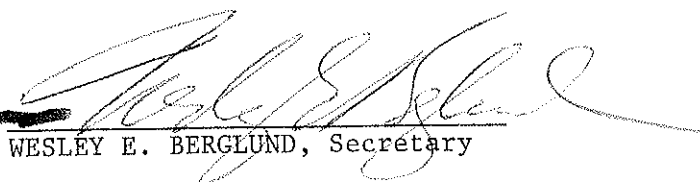
President Evans mentioned the two audits the college has recently received: (1) housing for 1973-77; and (2) the second of two audits on general college operation, for the period 1975-77.

#### DATE OF THE NEXT MEETING AND ADJOURNMENT

The date of the next meeting was set for Thursday, December 14.

The meeting adjourned at 4:30 P.M.

  
HALVOR M. HALVORSON, Chairman

  
WESLEY E. BERGLUND, Secretary

Attachments (2)

THE EVERGREEN STATE COLLEGE

Facilities Usage for On-Campus Events and Appearances

WAC 174-136-010

General Policy

The Evergreen State College is an educational institution provided and maintained by the people of the State of Washington. Those activities related to its broad educational mission shall at all times have first call on its campus buildings, properties and facilities.

WAC 174-136-011

Limitations

- (1) College facilities may not be used in ways which interfere with or are detrimental to the college's own teaching, research, public service or support programs, or which interfere with the free flow of pedestrian or vehicular traffic.
- (2) College facilities may not be used for religious worship, exercise, or instruction (Washington State Constitution, Article I, Section II).
- (3) College facilities may not be used for private or commercial purposes such as solicitation, sales, advertising or promotional activities, unless such activities clearly serve educational purposes and when sponsored by or undertaken at the request of an appropriate college unit, or when by contractual agreement with the college.
- (4) College facilities may be used on a non-discriminatory basis for the purpose of political campaigning by or for candidates who have filed for public office when space is provided to the candidate or party on a rented basis at rates the same as those charged to non-political activities, or when sponsored by the college or its students, faculty or staff.
- (5) In no case may college facilities or services be used to establish or maintain an office or headquarters for a political candidate or partisan political cause.
- (6) No speaker or performer will be barred from appearance on the Evergreen campus on account of nationality, race, color, sex, religion, political affiliation, or personal philosophy.
- (7) No person not a member of the Evergreen student body, faculty or staff has an inherent right to conduct an event or speak, lecture, or perform on the Evergreen campus.
- (8) No person not a member of the Evergreen student body, faculty or staff has a right to demand that he/she be allowed to participate in an event or listen to or watch a speaker, lecturer, or performer on the Evergreen Campus.

In exceptional cases, the President may at his/her discretion limit participants or audience to members of the group who issued the invitation.

WAC 174-136-012

#### Sponsoring and Broad Policy

- (1) Any Evergreen student, faculty, or staff member, or formal or informal organization thereof, is eligible to sponsor an event or the appearance of a speaker, lecturer, performer or other individual or group from outside the college, subject to WAC 174-136-010 through 022 and the Faculty Handbook, and subject to compliance with local, state and federal laws. (See the Faculty Handbook for guidelines on non-credit generating educational activities.)
- (2) The use of college premises and facilities by an individual or groups for purposes other than in connection with Evergreen's regular educational, research, or public service or support programs will be permitted, subject to the requirements of WAC 174-136-010 through 022, if:
  - (a) the individual or group requesting the space is eligible to use it, and
  - (b) the space is available and has been reserved for the event or appearance.

WAC 174-136-013

#### Scheduling and Reservation Priorities

No college facilities may be employed for an event or appearance of a speaker, lecturer, performer, or other individual or group from outside the college unless and until facilities required have been reserved. Reservation for the use of college facilities, including buildings, equipment, and land, will be assigned according to the following priorities:

- (1) Academic buildings and the College Recreation Center:
  - (a) The college's regular instructional, research, public service and support programs.
  - (b) Major college events.
  - (c) Student, faculty, and staff related events.
  - (d) Alumni related events.
  - (e) Non-college (outside individual or organization) related events.
- (2) College Activities Building (other than areas designated for specific functions such as food service and the Bookstore):
  - (a) Student related events.



- (b) Major college events.
  - (c) Faculty and staff related events.
  - (d) Alumni related events.
  - (e) The college's regular instructional, research, public service and support programs.
  - (f) Non-college (outside individuals and organizations) related events.
- (3) Residence Halls (common areas only):
- (a) Residence Hall residents related events.
  - (b) Other student related events.
  - (c) Faculty and staff related events.
  - (d) Alumni related events.
  - (e) The college's regular instructional, research, public service and support programs.
  - (f) Non-college (outside individuals and organizations) related events.

WAC 174-136-014 Facilities Assignment and Scheduling Responsibility

Responsibility for assigning and scheduling college buildings and land lies with the Director of Facilities, subject to his delegation.

WAC 174-136-015 Procedures for Securing Permission

- (1) No permission is necessary for a speaker or performer invited by a faculty member or staff member to participate in the regular instructional, research, public service or support programs of the college if it is not necessary to make special arrangements for facilities and if the appearance will not disrupt the college's normal operations or interfere with rights of others. (If the event is to be open to the public, the Director of Recreation and Campus Activities shall be notified the procedures outlined in the following paragraphs must be followed.)
- (2) Permission to schedule an event or appearance other than as delineated immediately above must be secured via a Production Clearance Report (see Exhibit I) from:
  - (a) the Director of Recreation and Campus Activities (if not a commercial activity as defined in WAC 174-136-020 and if not a conference or convention) or from the Director of Auxiliary Services (if a commercial activity or a conference or

convention); (See Exhibit I for format of "Request for Use of College Facilities") for events open to the public and events requiring any special arrangements;

- (b) the Business Manager for commercial activities;
- (c) from the Conference Coordinator for conferences of conventions.

WAC 174-136-016

#### Preference in Scheduling and Procedures

Charges for facilities and required services may be made by the college to the sponsor of any event or appearance other than one required for the regular instructional, research, public service or support programs of the college, per the schedule of charges established and published by the Business Manager. Special services- (e.g.,-- chair set up) and equipment use charges may be charged in addition to the facilities use fees. (1) Preference in scheduling space for free use will be given to the college's regular instructional, research, public service, support or college activity programs.

(2) The Director of Facilities or his/her designee shall decide whether the proposed use of the space relates to a college function. Sponsors of all other events or appearances will be charged for the use of college facilities in accordance with the schedule of charges established and published by the Business Manager. (See Exhibit II.)

College Activities that do not have a budgetary unit sponsoring the event must register with the Director of Recreation and Campus Activities to be recognized as a College Activity.

Agencies, state schools and post secondary institutions in the state will be permitted to use unscheduled college space free of charge on a single use basis. If the space is to be used for periods longer than a time, these organizations should be charged by the Conference Coordinator.

Services (e.g., extra janitorial, security, audio visual equipment) related to special events or appearances will be charged to the sponsor.

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#### Other Requirements

As deemed advisable by the Director of Recreation and Campus Activities, Director of Auxiliary Services or the Business Manager or Conference Coordinator, as the case may be, the sponsor or manager of an event or appearance may be required to make an advance deposit, post a bond, and/or obtain insurance to protect the college from damage costs or other liability.

- (2) Permission to an individual or organization for use of college facilities, when granted, carries the express understanding and condition that the individual or organization assumes full responsibility for any loss or damage resulting from the use of college facilities and that he, she, or it agrees to hold harmless and indemnify the college against any loss or damage or claims arising out of such use.

WAC 174-136-018 Audio and Visual Recording

The sponsor of any event or appearance shall be responsible to obtain written clearances from the speaker or performer if any audio or visual recording of the presentation is to take place; such clearance shall be deposited with and maintained by the Director of Recreation and Campus Activities College's Grants and Contracts Accountant. See Exhibit #1 III for suggested format.

WAC 174-136-019 Activities for Commercial Purposes

- (1) The term "commercial purposes" means the exchange, sale, or purchase of goods, productions, or property of any kind or personal services or entertainment, and/or solicitation, advertising, or other promotion of such exchange, sale, or purchase, when as a result of such activities, profit accrues to one or more individuals or companies, whether or not such individuals or companies are constituted entirely of members of the Evergreen student body, faculty and/or staff. The term "for profit" shall mean monetary gain as an intent of the activity whether or not the activity is in fact profitable.
- (2) Charges for use of facilities for commercial purposes shall be made at the scheduled rates except in the following cases:
- (a) Commercial activities to support instructional programs (e.g., bake sales, pottery and ceramic sales)
  - (b) Commercial activities by recognized campus activities groups (for ex: the Arts Cooperative).
  - (c) Commercial activities by the regular campus food service.
  - (d) Commercial activities by the College Bookstore.
  - (e) Commercial activities by publishers and manufacturers who bring to the attention of faculty, staff and students books, equipments and facilities which aid and abet the instructional, research, public service or operational programs of the college.
- (3) Application for the use of campus facilities for commercial purposes is made with the Director of Auxiliary Services Business Manager. In addition to the satisfaction of any requirements imposed for advanced deposit, bond, and/or insurance, and the indemnification of the college against loss, damage, and/or claims, the application shall include:

- (a) Statement of goals and objectives.
- (b) Justification statement demonstrating the necessity for the venture on campus and an assessment of needs.
- (c) An inventory of legal requirements (including tax obligations) to be met and evidence of the individual's or organization's ability to comply with them.
- (d) A pro forma balance sheet and profit and loss statement with supporting detail for revenue and expense. Projections should cover the next two fiscal years.

WAC 174-136-02001 Revenues

All revenues which accrue to the college from charges for use of facilities and for college services shall be paid to The Evergreen State College for deposit by the Cashier in the respective fund or account for which the revenues are earned.

WAC 174-136-021 Conferences and Conventions

The Conference Coordinator for the college shall offer college facilities and services for conferences and conventions when the campus atmosphere is particularly appropriate or when demands for facilities and services exceed the demands of local private enterprise, but shall never place itself in a position of direct competition with Olympia-Lacey-Tumwater businessmen businesses.

WAC 174-136-022 Penalties for Violations of Commercial Activities Regulations

Persons other than Evergreen students, faculty and staff who violate WAC 174-136-011(3) may be referred to civil authorities for appropriate prosecutions, including violations of the law of criminal trespass; Evergreen students, faculty and staff who violate WAC 174-136-011(3) shall be subject to sanctions under Evergreen governance documents.



## Chapter 174-128

## FACULTY MEMBERSHIP, APPOINTMENT AND EVALUATION

## CATEGORIES OF FACULTY MEMBERSHIP

NEW SECTION

WAC 174-128-010 PHILOSOPHY. Everyone who is directly responsible for generating credit at Evergreen will be a member of the faculty. The college seeks to avoid the distinctions in rank characterizing traditional institutions. Therefore, all faculty will be appointed to the rank of "member of the faculty" without any hierarchical distinction in titles. In those cases where indication of a professional specialty is relevant, designation of the particular discipline(s) from which the faculty member comes can be made in parentheses, e.g. "member of the faculty (biology)."

NEW SECTION

WAC 174-128-020 CATEGORIES OF FACULTY MEMBERSHIP. Since different members of the faculty may, however, have differing kinds of responsibilities, the college has established categories of faculty membership which recognize the necessary differences in selection, evaluation, and reappointment procedures. These categories are:

- (1) Regular faculty;
- (2) Associate faculty;
- (3) Resource faculty; and
- (4) Staff faculty.

The distinguishing characteristics of each of these categories are summarized below.

(a) Regular faculty. Regular faculty members are primarily hired to teach, except that the president, provost, academic deans, and dean of the library are also regular faculty members.

Regular faculty (except for the administrators denoted above) are expected to teach in the three major modes of instruction as their primary responsibility, but are also expected to participate in curricular planning, serve on DTF's, advise students, engage in faculty development, and carry out the faculty duties discussed in the section

on faculty evaluation and reappointment (WAC 174-128-030). The administrators identified above will carry out the duties defined in their job descriptions while serving in an administrative capacity.

Regular faculty other than the president, provost, academic deans and the dean of the library are selected through the regular faculty hiring procedure defined in WAC 174-128-030. They are appointed for a three-year contract initially with three-year renewals dependent on satisfactory evaluations through regular faculty procedures described in WAC 174-128-050 through 174-128-070. They may be full or part time.

Regular faculty are compensated on the normal faculty salary scale. The administrative officers named above shall be compensated according to appropriate salary scales from sources other than the instructional budget.

(b) Associate faculty. Associate faculty are those individuals working in a teaching capacity who have not been designated either regular faculty or staff faculty. Associate faculty may or may not be expected to participate in DTF's, curricular planning, advising students, etc. depending on the terms of their contract. They are selected in accordance with procedures specified in WAC 174-128-042 by the deans according to their qualifications and ability to teach in order to meet particular curricular needs defined by the curricular development process. If a staff member's associate faculty membership will require teaching during that staff member's regular work hours, permission must be obtained from the appropriate staff budget unit head. Associate faculty may be full or part time.

Associate faculty are appointed for a contract period not to exceed one year. Reapplication for the same status (associate faculty) is possible. Associates may apply for regular faculty positions or staff-faculty membership through the normal regular faculty and staff-faculty hiring procedures. Full-time associates will be evaluated in the same manner as regular faculty. Associates are also evaluated on any other duties which may have been specified as part of their contract. In the event that a staff person is denied or loses associate faculty status, that action will not affect his/her continuation in regular staff duties and position.

Associate faculty are compensated from the instructional budget commensurate with their duties, except that associate faculty who are also staff will not be compensated additionally for teaching two or fewer individual contracts.

(c) Resource faculty. Resource faculty are selected by the provost with appropriate advice from the TESC community to meet particular institutional needs. They may be full or part time. Normally, they will not be directly responsible for the generation of credit. Resource faculty appointments would fall into three categories as follows:

(i) Appointments under grant auspices in which the individual's remuneration is not part of the college's faculty entitlement;

(ii) Appointments in which another institution bears the cost of the individual's being at Evergreen -- e.g., faculty from other colleges and universities on paid sabbatical from their home institution who require institutional affiliation as a condition of their sabbatical; and

(iii) A limited number of persons serving in short-term (i.e., less than a full quarter) capacities as visiting artist, scholar, or

lecturer. Less than one FTE of faculty entitlement is to be used by the college in this fashion in any given year. Compensation in such appointments is set by the provost corresponding to the individual's contractual obligations.

Resource faculty have contract periods of no more than one academic year and renewal options as appropriate to their situations. They are compensated appropriately at the discretion of the provost but according to existing salary policies.

(d) Staff faculty. The current definition given in WAC 174-129-010 through 174-129-030 applies to this category.

## FACULTY RECRUITMENT AND APPOINTMENT PROCESS

### NEW SECTION

WAC 174-128-030 PHILOSOPHY. The Evergreen curricular program demands motivation and a range of competencies not always required of faculty in colleges and universities whose offerings are organized around departments. Some of the characteristics which we seek in prospective faculty members are:

- (1) Previous experience or clearly expressed desire to participate in collaborative interdisciplinary teaching;
- (2) Willingness to work as a member of a coordinated studies team;
- (3) Demonstrated expertise in one or more fields of study and a willingness to participate with students in learning new fields (a Ph.D. is not in itself a requirement for hiring or retention);
- (4) Willingness to teach and learn through the exploratory, cooperative seminar mode (see WAC 174-128-062);
- (5) Willingness to work with students in tutorials and individual contracts;
- (6) Willingness to act as an academic advisor; and
- (7) Willingness to participate in TESC governance activities, task forces, etc.

The goal of the recruitment and appointment procedure for regular faculty is to develop a large pool of applicants which implements our affirmative action policy and reflects the characteristics above, to involve the Evergreen community as much as is possible in the planning for and selection of candidates, and to keep applicants, the affirmative action officer and community aware of the stages within the hiring procedure. All candidates for regular faculty appointments shall go through the procedure detailed below and diagrammed in Appendix I.

NEW SECTION

WAC 174-128-240 RECRUITMENT OF REGULAR FACULTY. (1) Stage I. Identification of recruiting areas. The faculty recruitment process should begin in the spring, eighteen months before the new faculty will be hired. At that time the academic deans, in consultation with the faculty, students, and appropriate staff will identify tentative priority needs (academic areas) in faculty recruitment. These needs will be discussed with dean-faculty groups and specialty areas and be made available for comment from students and staff through regular channels after which final priorities will be determined. The deans will then consult with the faculty associated with that academic area and the affirmative action office to draw up a list of recruitment sources appropriate to each area and to the affirmative action policies of the institution. These sources will be selected to reach deeply into the pool of Third World and women candidates and must be considerably broader than conventional professional journals. The advertising will include specific remarks describing the general philosophy of education at Evergreen and the areas to which an applicant needs to speak.

(2) Stage II. Application and completion of file. The initial process is designed to develop complete applicant files and to help prospective candidates understand us and our hiring needs and respond appropriately. It is not the purpose to eliminate candidates at this stage.

Each application, be it a response to our advertising, self-initiated, or initiated by personal request of a current Evergreen person, will be assigned a file. The dean whose desk responsibility is faculty recruitment will review all files for completeness. A complete file will include: (a) Vitae; (b) two or more letters from colleagues; (c) two or more letters from students (if applicable); and (d) a written essay addressing the applicant's philosophy of education and the seven characteristics above. During the initial process applicant files will be sorted into three categories to aid applicants in completing their files and Evergreen in assessing the status of those files:

(i) Category 1. This category contains those applicants whose competencies or academic philosophies do not appear to match our hiring needs. The dean sends the applicant a letter describing Evergreen's educational philosophy, areas of hiring interest, projected hiring dates, and that the applicant's competencies or educational philosophies do not appear to fit these needs;

(ii) Category 2. The applicant is a possible candidate but the file is incomplete. The dean sends the applicant a letter stating this, the specific information needed to complete the file, and the dates in the hiring process;

(iii) Category 3. The applicant is a possible candidate and the file is complete. The dean sends a letter stating that we have the complete file and indicating the dates in the hiring process.

To keep track of the applicant's status, the files will be kept at a single location separated by category. If identifiable, the files of women and Third World persons should be flagged. The front jacket of each file will be marked to indicate the standard letter(s) sent. Copies of any nonstandard letters will be included in the file. As applications are received, the file will be reviewed, categorized,



and tagged appropriately. The dean's office will maintain a list of current applicants that indicates category and identifies women and Third World candidates. The list will be open to the community and affirmative action officer and both will be notified once it has been drawn up.

Applicants remaining in category 1 at the end of stage II will be sent letters of rejection by the dean. Files in category 1 will be held until the end of the academic year and then destroyed. Files still in category 2 may be reviewed by the faculty screening committee (to be described later) and those individuals may be contacted in order to get completion if it seems appropriate. Any applicants that present anomalies in classification go to the faculty screening committee for review.

(3) Stage III. Screening of files and identification of candidates. Fall quarter, the dean whose desk responsibility is recruitment will convene the faculty screening committee using the procedures in the governance document. The purpose of this committee shall be to screen the files of applicants, make recommendations with respect to candidacy, interview prospective candidates when possible, and make hiring recommendations. The faculty screening committee should contain ten members of the faculty, five students, and five staff members. Each member will hold a two year overlapping term (half the members of each group are new each year). In each case (faculty, student, staff), the committee should include a wide array of disciplines and areas of specialization and representation of men and women, white and Third World. The faculty screening committee will be "current" until new membership is appointed the next fall. In emergency situations or at times when a full committee cannot be brought together (e.g., summer) the deans and provost will consult with as many members as can be reached. All appointments not receiving full committee review will be made for not more than one year in duration.

The committee will read the applicants' files in category 3 (and possibly 2) and evaluate each applicant in light of the criteria in WAC 174-128-030(1) through (7) with the goal of identifying active candidates.

The files will be available for review by other faculty, students, and staff. Written comments by each reader should be added to the file at this point. As the faculty screening committee identifies applicants about whom more information is needed, it will inform the appropriate dean who will attempt to secure the information for the file. By the end of the screening period all applicants in category 3 will be designated active or inactive. All candidates classified as inactive shall receive letters from the deans indicating their status as future potential candidates. Applicants remaining in category 2 are sent letters of rejection by the dean. The list of current candidates shall be updated to indicate classification as active or inactive. The inactive files shall be retained for review if either the college or the candidate requests it during the two years following the initial application.

As the faculty screening committee identifies active candidates, it will inform the dean with the recruiting desk assignment, who will invite, when possible, the candidate for a campus visit. As a part of the invitation the candidate will be informed that the campus visit is extremely important. If a visitation is not possible, conference phone calls should be used.

The cost of the candidates' visits, including transportation and accommodations, shall be paid by the college to the extent permitted by statute, current travel policy, and availability of funds.

Acceptance of the invitation and/or the provision of accessory information requested by the faculty screening committee by the candidates shall mark their entry into stage IV of the hiring process.

(4) Stage IV. Interviewing and recommendation for hiring. The dean's secretary or student staff, under the supervision of the dean, shall be responsible for organizing and publicizing the campus visits of active candidates. These visits shall be publicized with the Information Center, campus media, and the Happenings at least one week prior to the visit so that all Evergreen community members who desire to meet the candidates may do so. There will be a standard time and place set aside insofar as it is possible (e.g., noon on Wednesdays) for the Evergreen community to meet the candidate. During the campus visit the dean whose desk responsibility is recruiting will attempt to make arrangements for the candidate to meet: (a) the faculty screening committee; (b) additional faculty, staff, and students interested in meeting the candidate; (c) staff representatives from student services, cooperative education, the registrar's office, and any other area relevant to this person's specialty; (d) the academic deans and the dean of the library; (e) the provost; and (f) the affirmative action officer. The dean's secretary or student staff shall arrange for additional introductions and interviews in accordance with the needs and expressed desires of the candidates, deans, faculty screening committee, and other Evergreen community members.

Following the candidate's visit to campus, members of the Evergreen community who met with the candidate will be expected to contribute written statements of their observations and opinions to the candidate's file. A period of at least two weeks shall be provided after the campus visits during which written statements may be added to the candidate's file. Following this period, the faculty screening committee will review the active candidates' files and provide a list of candidates who would be the most beneficial additions to the faculty. Normally this will be accomplished by the end of February.

The deans will then review the active candidates' files, consider the advice of the faculty screening committee and others, and make their recommendation to the provost from among the candidates. If the deans wish to consider making an offer to someone who was not recommended by the screening committee's list for any reason (for example, new candidates for positions which became vacant later in the year) the dean responsible for faculty recruiting will have the current faculty screening committee review the candidate's file, using the same criteria used during the initial screening process. The deans will make recommendations to the provost, who will have appointing authority subject to final approval by the president. The dean responsible for faculty recruiting will convey hiring decisions and the reasons for them to the faculty screening committee, the affirmative action officer, and community as a whole. The provost will inform the public information officer when signed contracts have been received.

NEW SECTION

HAC 174-128-942 PROCEDURES FOR HIRING ASSOCIATE FACULTY. (1)  
Full-time appointments. This category includes:

- (a) Visiting positions where a faculty member is on leave from another institution;
- (b) Specific, short-term positions in programs;
- (c) Situations where there is an identified position but the applicant pool is not diverse enough to hire a regular faculty member;
- (d) Emergency hiring (e.g., during summer, or replacement during the year) where the full faculty screening committee cannot be constituted or the full screening procedure cannot be observed.

In general, the procedure for one-year appointments is similar to hiring regular faculty. These positions should be identified and advertised as one-year appointments. In addition, the procedure should include categorizing and responding to applicants, affirmative action and reporting of information to the affirmative action officer, screening through the existing faculty screening committee, and recommending to the dean and provost in accordance with the procedures for hiring regular faculty.

The procedure should reflect the specialized needs of programs planned for the forthcoming academic year. Thus applicants need not have the diverse background reflected in hiring criteria for regular faculty. The applicant essay may be directed more concretely to a position in a program for which she/he is applying. When possible, the faculty team with whom the applicant might be working should be actively involved in the screening and recommendation process.

One-year appointees wishing to apply for regular faculty status in the future go through the hiring procedure for a regular faculty applicant.

(2) Part-time appointments. These faculty are hired to teach specific part-time segments of the curriculum that have been identified as nonfillable with the current regular faculty. It is accepted that these positions require persons with specific areas of competence and may arise at almost any time. Compared to regular and one-year appointments, these positions might be filled with less rigorous advertising or control by the faculty screening committee. When it is possible to anticipate needs, the position must be advertised. The current faculty especially must be appraised of the potential positions and requested to submit names of individuals who might be interested or capable. If the appointment is to be a part of a larger program, that program team must be involved in screening and selection.

The dean with the module desk responsibility is to develop a method for the regular evaluation of all part-time associate faculty and of the modules in which they teach.

NEW SECTION

WAC 174-128-044 RESOURCE FACULTY. Resource faculty are selected by the provost with appropriate advice from the Evergreen community to meet particular institutional needs.

NEW SECTION

WAC 174-128-046 STAFF-FACULTY. See WAC 174-129-010 through 174-129-040.

## FACULTY EVALUATION

NEW SECTION

WAC 174-128-050 PHILOSOPHY. Faculty evaluation at Evergreen should be a pleasure. The primary purpose of Evergreen's faculty evaluation procedures is to provide reinforcement and feedback with respect to each faculty member's commitment to the teaching arts, the basis on which all Evergreen faculty appointments are made.

Unfortunately, most institutions of higher education still make little provision for learning the art of teaching. With only the rarest of exceptions, American colleges have no real apprentice system for developing the teacher's craft. The assistant professor is not associated with the full professor in the enterprise of teaching. Junior professors are simply paid less and have less power in their departments. In the meantime, they are busy publishing, or worrying about not publishing. Their seniors do not help them learn to teach. There is no reason why this should continue. Evergreen will provide members of its faculty with opportunities to learn to teach, to experiment, to acquire intellectual breadth and depth, and to get acquainted with students free from the usual constraints of specialized discipline and department.

Because of the unique structure of the college, the faculty member will have the opportunity to learn to do things he or she would never feel free to try in a discipline-bound department. Moreover, she or he will have the experienced staff to lean on for advice and assistance. They will provide a reservoir of experience in small-group teaching.

Well-designed programs will come to nothing unless we can help each other discover and perfect the art of teaching. Every dean and



experienced member of the faculty will be charged with the responsibility of helping other members of the faculty in this very difficult but exciting enterprise.

### NEW SECTION

WAC 174-128-060 THE APPOINTMENT AND EVALUATION CYCLES. Faculty evaluation is to be viewed as an ongoing process occurring in regular cycles. Each year a regular faculty member is to have an evaluation session with his or her dean, at which time portfolios are to be exchanged and their contents discussed. In the first and last years of a regular faculty contract the evaluation sessions are primarily directed toward aiding continued growth, the identification and discussion of areas of strength and weakness, and ways of improving upon these strengths and/or eliminating weaknesses. If in these growth evaluations the dean sees deficiencies which, if not corrected, might serve as grounds for nonreappointment, those deficiencies must be clearly discussed, both in the dean's oral and written evaluation of the faculty member.

(1) The initial appointment for regular faculty will be for three years, and the first-year teaching assignment will be to a coordinated studies program. The first evaluation procedure will be conducted by the deans in the latter half of spring quarter of year one, and will be directed explicitly toward faculty development questions. If there is evidence of difficulty in adjusting to Evergreen teaching styles and demands, the deans, in consultation with the faculty member, will arrange for specific assistance, either through the faculty team of the second year's teaching assignment, or by a small, mutually agreed upon consultant team of experienced and successful faculty, or both. In addition students provide information and support vital to faculty development. The faculty members may request help from mutually agreed upon students both on the consulting team and in informal conferences. The team, with the dean and the faculty member in question, will design a program to correct whatever difficulties have been identified and discussed in the previous evaluation session. It will be the responsibility of the dean to meet periodically over the year with these individuals as a group to assess and advise on the progress being made. The second formal evaluation process will take place in spring quarter of year two and should provide evidence of continued good performance or satisfactory improvement through the faculty development consulting process. This evaluation is also the critical retention evaluation. In the case of a one-year reappraisal extension, any remaining deficiencies should be clearly identified in writing by the deans and the development consulting process continued as required. In case of a nonretention decision, year three will serve as a terminal year.

(2) All evaluation sessions will consist of a close scrutiny of the faculty member's portfolio, taking special note of previous growth evaluations. Both dean and faculty member will assess the faculty member's growth and development over the contract period. Except for

faculty in their initial appointment, there will be two growth evaluations prior to a reappointment evaluation; in the case of faculty in their initial appointment, the second growth evaluation is concurrent with reappointment evaluation. After each regular faculty member has completed his or her reappointment evaluation session, the provost, upon recommendation of the deans, will inform that person of intent either to:

- (a) Reappoint for a three-year contract period; or
- (b) Issue a one-year reappraisal extension to the present contract, with explicit written statements of deficiencies to be corrected during the reappraisal year; or
- (c) Terminate employment at the end of the current contract.

For those faculty receiving one-year reappraisal extensions, the deans will provide consulting assistance similar to that discussed above, to provide maximum opportunity for correction of the deficiencies.

#### NEW SECTION

MAC-174-128-062 FACULTY SEMINARS. Collaborative, interdisciplinary study constitutes the heart of the Evergreen curriculum. An integral and indispensable component of such study is the faculty seminar in which faculty members meet to conduct their own seminar, and in which they discuss materials and ideas which either will be explored later in student seminars (as in a coordinated studies program) or which in some other manner will be brought to the teaching of participating faculty. In faculty seminars, the faculty draw upon their respective areas of expertise to share viewpoints and to offer criticism of the subject at hand. They are not discussions of teaching but represent an important scholarly activity and in part replace the "publish or perish" syndrome prevalent at other institutions.

In recognition of the central curricular role of collaborative, interdisciplinary study and the significance of faculty seminars for growth and development, faculty are expected to be regularly and consistently, if not continuously, involved in faculty seminars of the kind characterized above. Therefore, following the assignment of faculty to programs, individual or group contracts, or other duties, faculty who are not in programs and thereby already in teams, are expected either to align themselves with existing teams or to form their own teams among themselves for the purpose of faculty seminars. In either event, the members of the seminar are to negotiate the particular details of their collaborative work, including a list of the materials to be discussed, place them in a covenant, notify their deans of the arrangement and include a copy of the covenant in their portfolio, along with evaluative statements by the seminar members of one another's performance in faculty seminar. However, it is not the intention of these expectations to inhibit individual scholarship. Therefore, an exception to the above arrangement will be possible upon submitting an alternative plan to the deans, together with appropriate evaluative procedures, and upon receiving written acknowledgment from a dean. The overriding concern will be that in the long run one's

scholarly activities be consonant with Evergreen's commitment to collaborative, interdisciplinary study.

### NEW SECTION

WAC 174-128-064 THE FACULTY PORTFOLIO. As one of the conditions for reappointment, each faculty member must maintain a portfolio representing work done at and for the college during the contract period. This document should be thought of as a cumulative intellectual and professional history, carefully organized for readability, and critically reviewed and commented upon annually by one of the academic deans with the intent of encouraging growth and development in the arts of learning and teaching in the Evergreen environment. In the year prior to the end of a contract period, this cumulative portfolio will become the principal documentary evidence for a thorough evaluation by the deans and the principal source for determining satisfactory performance in the criteria for reappointment or nonreappointment. After the reappointment evaluation, the faculty member selects materials to be retained in the portfolio and begins to build a fully documented, inclusive portfolio to cover the next three-year evaluation cycle. The process begins anew at the conclusion of each evaluation cycle.

To fulfill the spirit of the process, the faculty portfolio should be more than just a personnel file. As it is a vehicle for the growth and development of each faculty member as a person who is both learning and teaching, it should be in part an autobiography and contain the materials for an autobiography. It is recognized that other items than those enumerated below may be contained in the portfolio and might in fact tell more about growth and development and contributions to the college than do the enumerated items themselves. It is the responsibility of the dean evaluating the faculty member to understand the portfolio as more than a personnel file and respond to it in its entirety rather than focus on the enumerated items. New faculty members may seek assistance from experienced faculty in assembling their first portfolio.

To fulfill both the growth and development function and the evaluation function, the portfolio is expected to be as complete and informative as possible. For each year of work the portfolio is expected to contain, as a minimum, the following:

- (1) Both the self-evaluation and the dean's evaluation from the previous year;
- (2) All evaluations of you by your faculty colleagues;
- (3) All evaluations you have written of your faculty colleagues;
- (4) All evaluations of you by staff members;
- (5) All evaluations you have written of staff members;
- (6) All evaluations of you by your students;
- (7) All evaluations you have written of your students' work both transcript and informal;
- (8) Copies of your coordinated studies program covenants or group contract agreements between you and your students;
- (9) Copies of individual contracts you have sponsored;

(10) A thoughtful and critical self-evaluation of the current year's work, based largely on the documentation available in the portfolio. This essay should assess your successes and your disappointments, and it should address the areas in which you hope to make improvements during the following year in your teaching, in your other contributions to Evergreen, in your fields of expertise, and in exploring new academic interests.

Each year, at least one of the academic deans will review this portfolio and self-evaluation while in return having her or his own portfolio reviewed by the faculty member. Each party will write a critical evaluative response for inclusion in the other's portfolio.

#### NEW SECTION

WAC 174-128-166 FACULTY EVALUATION SCHEDULE. Each year, during the first half of winter quarter, evaluation conferences will be scheduled with the deans for those faculty members for whom reappointment decisions are to be made. During the remaining portion of winter quarter and on into spring and summer quarters as necessary and feasible, conferences will be scheduled with the remainder of the faculty. Reappointment decisions will be completed prior to the end of winter quarter, and notification given to each person. The evaluation process will proceed as follows:

(1) A conference will be scheduled between a faculty member and one of the academic deans who has worked most closely with that faculty member during the current academic year. (Among other working relationships possible, the dean should have visited the faculty member's academic program on more than one occasion during the current academic year.)

(2) Before the scheduled conference, the dean and the faculty member will exchange portfolios. Both the dean and the faculty member will prepare written responses for inclusion in the portfolio of the following year.

(3) For the reappointment cases, shortly after the conference sessions are ended, the deans will meet and jointly prepare a recommendation in writing on each faculty member to be submitted to the provost, with a copy to the faculty member involved.

Faculty whose appointments include unusual duties will have the specific criteria of their evaluation written into their contract letter. In cases of leave or other interruptions in the evaluation cycle, advance written provision for evaluation must be agreed upon by the faculty member and the dean.

#### NEW SECTION

WAC 174-128-270 THE DEAN'S ROLE IN THE EVALUATION PROCESS. (1) If the evaluation process at Evergreen is to work well and promote the



goal of faculty development, the deans must have sufficient time and commitment to make it a major aspect of their decanal responsibilities. Further, in order to fully utilize the handbook's mechanisms for faculty growth and development, dean-faculty evaluations must be entered into in an open and frank spirit.

(2) In order to provide sufficient time for thorough evaluation and counseling to those faculty for whom deficiencies are noted and to those in their reappointment evaluation, the deans will exercise discretion in evaluating the remaining faculty. For a faculty member in the third year of a three-year contract, the deans may decide to review the portfolio, hold an evaluation conference, and write only a pro forma note affirming the conference. Or, for faculty teams whose programs are running smoothly, the dean may choose to hold a group evaluation with the team and submit an affirming note to each member of the program team. In all cases, every faculty member will write an evaluation of his or her dean.

This reduced evaluation process allows the deans to devote careful attention and consideration to reappointment evaluations and to those faculty for whom deficiencies are evident or have been previously noted. In these latter cases, it is the responsibility of the deans to enter directly into the process of development and consultation as described in the section on the appointment and evaluation cycle. It is important that the dean state and explain each deficiency clearly and specifically in writing and make sure that the faculty member who has been so informed is assigned to another dean the following year. It is then the joint responsibility of both deans to work together, along with the faculty member and the mutually-selected consultative team, to attempt to correct any deficiencies which have been identified. Where appropriate to the correction of a deficiency, it is advisable that the faculty member be assigned to a coordinated studies team made up of experienced faculty especially capable of helping other faculty improve their performance. That assignment should be made only on the mutual agreement of all parties to work together on overcoming the identified deficiencies. Finally, the dean should be open to the possibility of seeking other special assistance in or outside the college for faculty members who request that assistance in resolving their difficulties.

(3) In addition to these obligations relating to the formal evaluation, the deans will monitor various aspects of faculty performance throughout the contract period, for example: Timely completion of student credit reports and transcript evaluations in accordance with current academic policies, carrying of a fair share of the instructional load over the time of the contract, continuing mastery of one or more fields of expertise along with the development of interdisciplinary competence, etc.

#### REAPPOINTMENT AND NONREAPPOINTMENT OF FACULTY

NEW SECTION

WAC 174-128-080 REAPPOINTMENT AND NONREAPPOINTMENT. The reappointment criteria speak to those academic qualities, skills, and attitudes of professional collegueship which make for excellence in undergraduate teaching. The evaluation process, through which reappointment decisions are made, has at its heart a concern for excellence in all aspects of the academic enterprise; and each faculty member will be evaluated in terms of his or her growth as a teacher, colleague, and member of the Evergreen community.

Specifically, reappointment decisions will focus on the development and creative use of teaching skills stressed by Evergreen's curricular modes as evidenced by:

- (1) Program design and leadership;
- (2) Seminar leadership;
- (3) Individual contract design and leadership;
- (4) Lecturing;
- (5) Laboratory, studio or workshop leadership;
- (6) Timely evaluation writing of students and colleagues;
- (7) Student counseling and academic advising;
- (8) Writing and adhering to a faculty covenant;
- (9) Participating in faculty seminars (see section on faculty seminars WAC 174-128-062);
- (10) Keeping a faculty portfolio and participating in the annual faculty-dean evaluations (see section on faculty evaluations WAC 174-128-064 and 174-128-066);
- (11) Demonstrating mastery of one's fields of specialization, willingness and ability to encounter other disciplines, and acceptance of the collaborative assumptions of the coordinated studies mode;
- (12) Devoting at least one-third of a three-year contract to the development of interdisciplinary competence through teaching in the coordinated studies mode;
- (13) Participating in Evergreen activities, in addition to teaching, such as DTF's, curriculum development and evaluation, and the Evergreen council.

More experienced Evergreen faculty members, in addition to excellence in their own teaching, will be expected to contribute to the growth of their colleagues' skills. Therefore, after the initial contract period, the following additional criteria will apply to reappointment decisions.

- (14) Advising and working with faculty members in the acquisition and improving of Evergreen teaching skills;
- (15) Willingness to teach with new faculty in coordinated studies programs;
- (16) Serving, when requested, on consultative teams as specified in WAC 174-128-060(1).

NEW SECTION

WAC 174-128-090 ACADEMIC FREEDOM AND TENURE. We subscribe to the AAUP's 1940 Statement of Principles on Academic Freedom and Tenure as

modified by the following provisions designed to tailor this statement to our specific educational objectives:

(1) It is the policy of The Evergreen State College that no faculty member will be separated from the college because of written or spoken views, according to the guarantees of the First Amendment to the Constitution of the United States.

(2) The principles governing academic freedom at Evergreen apply to all members of the faculty.

(3) A regular faculty appointment is for a three-year contract. A regular faculty member must be evaluated annually and informed in writing of any deficiencies which might be cause for nonreappointment. Prior to April 15 of the penultimate year of the contract (hereafter referred to as the reappointment year), each regular faculty member must be informed if she or he is to be reappointed to a three-year contract, or is to be terminated. The regular faculty member to be terminated must receive a written statement of the reasons upon which the decision to terminate was based. The regular faculty member to be issued a one-year reappraisal extension to his or her present contract must receive a written statement of the deficiencies to be corrected during the reappraisal year. A regular faculty member who has not been advised otherwise by April 15 of the reappointment year of his or her current contract will be awarded a new three-year contract at the end of the current contract period. Except as provided in subsection (4) of this section, no regular faculty member may be terminated or issued a reappraisal extension for reasons of which he or she was not previously informed during the annual evaluation prior to the one for the year in which the decision not to reappoint was made. Only the criteria for reappointment and nonreappointment previously specified in WAC 174-128-080 (1) through (16) may be applied to that regular faculty member in making the decision for reappointment or nonreappointment to a three-year contract. Increases in salary and fringe benefits may, however, be made at any time during the life of the contract.

(4) The only reasons for which a regular faculty member's appointment may be terminated prior to the end of his or her current contract are the necessity for a campus-wide reduction-in-force as provided in WAC 174-112-850 through 174-112-860 or the result of a violation of the social contract (WAC 174-124-010 through 174-124-120) via procedures carried out under the provisions of COG (WAC 174-108-010 through 174-108-080).

(5) A regular faculty member who has been advised that he or she will not be reappointed to a three-year contract (except those receiving a one-year reappraisal extension) shall have access to the following adjudicative procedure. In all cases it is the decision of the aggrieved faculty member to request the grievance procedure as outlined below within sixty days of receipt of the notice of nonreappointment, and in which it is assumed the burden of proof lies with the institution.

The faculty member and the institution will each select two representatives from within the college to reflect the opinions of the two sides in dispute. The four members of this ad hoc committee will select an impartial fifth person from inside or outside the college to act as judge. After consultation, investigation and hearings, the decision of the judge will be binding on both sides. The hearing must begin as soon as possible after the faculty member formally requests

it, and in no case more than two weeks thereafter. In cases of failure to agree on a judge, he or she will be chosen at random, by the chairperson of the board of trustees in a public meeting, from a list of three persons agreed upon in advance between a faculty task force and the trustees. The potential hearing officers will serve staggered terms of no longer than three years.

NEW SECTION

WAC 174-128-990 APPENDIX I--DIAGRAM OF FACULTY RECRUITMENT AND HIRING PROCEDURE.



### STAGE I

#### Identification of Recruiting Areas

- Identify areas with Evergreen Community
- Advertise areas

### STAGE II

#### Application and Completion of File

Faculty applications received  
by Dean who categorizes

#### Category 1

Information obtained  
Incomplete file, does not  
appear to match hiring needs

list to Affirmative Action Office  
files held to end of academic year

#### Category 2

Information obtained  
Possible candidate  
Incomplete file

#### Category 3

Possible candidate  
Complete file

List by category to  
Affirmative Action Officer

Proceed to Stage III

### STAGE III

#### Screening of Files and Identification of Candidates

Dean convenes Faculty Screening Committee with  
publicity that screening has begun (files open  
for Evergreen community review and comment from  
this point forward).

Screening Committee reviews and classifies  
applicants in Category 3 (and possibly 2)

#### Inactive

Names and criteria used in classification  
go to Affirmative Action Office

Applicants remaining in Category 2  
are sent letter of rejection

Applicants in Category 3 are  
sent letter indicating status as  
potential future candidates

Files retained, updated and  
reviewed for two years

#### Active

Proceed to Stage IV

### STAGE IV

#### Interviewing and Recommendation for Hiring

Dean's secretary and/or student staff  
organizes and publicizes campus visit

Candidates visit and meet:

- Faculty
- Students
- Staff and/or Support Services
- Academic Administration

Active candidates' files open for comment by Evergreen community

Faculty Screening Committee reviews and  
classifies active candidates

#### not recommended

List to Affirmative Action Office  
with criteria for reclassification

#### recommended

List to Affirmative Action Office  
with criteria for continuation

Deans review and make selection

Provost

Dean

Report decisions to Evergreen  
community  
List to Affirmative Action Office

Contract offer

Notification of acceptance

THE EVERGREEN STATE COLLEGE

RESOLUTION NO. 78-4

A resolution of the Board of Trustees of The Evergreen State College designating certain persons as "Appointing Authority" for employment purposes and delegating the Board of Trustees' powers and duties of employment under RCW 28B.40.120(2) to certain designated persons.

WHEREAS, effective May 6, 1971, the Washington State Legislature, by the adoption of Chapter 57, Laws of 1971, 1st Extraordinary Session, Section 21, has added to Chapter 223, Laws of 1969, Extraordinary Session, and to Chapter 28B.10 RCW, a new section to read as follows:

"The governing boards of institutions of higher education shall have the power, when exercised by resolution, to delegate to the President or his designee, of their respective university or college, any of the powers and duties vested in or imposed upon such governing board by law. Delegated powers and duties may be exercised in the name of the respective governing boards;"

and

WHEREAS, Section 22 of Chapter 57, Laws of 1971, 1st Extraordinary Session provides that

". . . Section 21 of this 1971 amendatory act is necessary for the immediate preservation of the public peace, health and safety, and the support of the state government and its existing public institutions and shall take effect immediately."

BE IT THEREFORE RESOLVED, That under the provisions of Chapter 57, Laws of 1971, 1st Extraordinary Session, Sections 21 and 22, and under the provisions of the Higher Education Personnel Board Rules, the Board of Trustees of The Evergreen State College designates that person now holding or subsequently appointed to the position of President of The Evergreen State College as "Appointing Authority" for the purposes of employment, discipline or termination of any classified staff employee of The Evergreen State College, and delegates to that person now holding or subsequently appointed to the position of President of The Evergreen State College the powers and duties vested in and imposed upon the Board of Trustees of The Evergreen State College by the Legislature in RCW 28B.40.120(2), to employ individuals as members of the classified staff of the institution, who, except as otherwise provided by law, shall hold their positions until discharged therefrom by the President or his designee for good and lawful reasons, and

BE IT FURTHER RESOLVED, That under the provisions of Chapter 57, Laws of 1971, 1st Extraordinary Session, Sections 21 and 22, and under the provisions of the Higher Education Personnel Board Rules, the Board of Trustees of The Evergreen State College designates those persons now holding or subsequently appointed to any of the presidentially designated positions set out below as "Appointing Authority" for purposes of employment, discipline or termination of any classified staff employee under that person's immediate supervision; and

delegates to those persons now holding or subsequently appointed to any of the presidentially designated positions set out below the powers and duties vested in or imposed upon the Board of Trustees of The Evergreen State College by RCW 28B.40.120(2), to employ individuals as members of the classified staff of the institution in positions of employment under that person's immediate supervision, who, except as otherwise provided by law, shall hold their positions until discharged therefrom by any of the persons now holding or subsequently appointed to any of the presidentially designated positions, set out below, of "Appointing Authority," for good and lawful reasons, and all actions taken pursuant to this resolution may be subject to the approval or disapproval of the President of The Evergreen State College.

BE IT FURTHER RESOLVED, That the following list shall constitute the presidentially designated positions to which the designation as "Appointing Authority" and the delegations of powers and duties set forth in this resolution are made:

President	Director of Admissions
Vice President and Provost	Director of Computer Services
Administrative Vice President	Director of Cooperative Education
Affirmative Action Officer	Director of Development
Assistant to the President	Director of Educational Support Programs
Academic Deans	Director of Facilities
Associate Dean of Library Services	Director of Financial Aid
Bookstore Manager	Director of Information Services
Budget Officer	Director of Institutional Research
Business Manager	Director of Personnel
Coordinator of Career Planning and Placement	Director of Recreation and Campus Activities
Dean of Enrollment Services	Housing Manager
Dean of Library Services	Registrar
	Security Chief

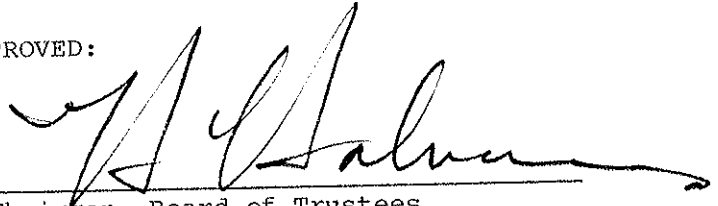
Provided, that the President may, at any time, withdraw the presidential designation from any one of the aforementioned presidentially designated positions and shall notify the Board at its next regular meeting of such action; Provided, further, that any additions to the aforementioned list of presidentially designated positions must be approved by resolution of the Board of Trustees of The Evergreen State College.

BE IT FURTHER RESOLVED, That all actions taken pursuant to this delegation of powers and duties may be exercised in the name of the Board of Trustees of The Evergreen State College.

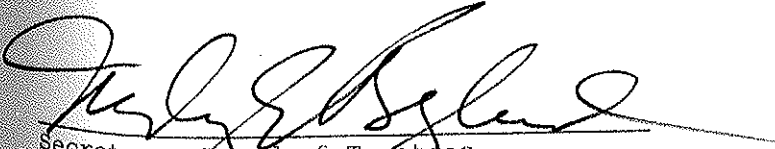
ADOPTED THIS 13th DAY OF NOVEMBER, 1978

APPROVED:

By

  
Chairman, Board of Trustees  
The Evergreen State College

ATTEST:

  
Secretary, Board of Trustees  
The Evergreen State College

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