

WAC 173-805-130 Fees. (This section is completely optional, and any or none of the following subsections may be used, or municipalities may wish to substitute their own provisions.)

The following fees shall be required for actions by the city/county in accordance with the provisions of this ordinance:

(1) **Threshold Determination**—For every environmental assessment to be performed by the city/county when the city/county is lead agency a fee of (\$50.00) shall be required of the proponent of the proposal. This fee shall be collected prior to undertaking the threshold determination, and the time periods provided by this ordinance for making a threshold determination shall not begin to run until payment of the fee.

(2) **Environmental Impact Statements**—

(a) For all proposals requiring an EIS for which the city/county is the lead agency and for which the responsible official determines that the EIS shall be prepared by employees of the city/county, the city/county may charge and collect a reasonable fee from any applicant to cover costs incurred by the city/county in the preparation of an EIS. If it is determined that an EIS is required, applicants shall be advised of projected costs of the statement prior to actual preparation and shall post bond or otherwise insure payment of such costs.

(b) The responsible official may determine that the city/county will contract directly with a consultant for preparation of environmental documents for activities initiated by some persons or entity other than the city/county and may bill such costs and expenses directly to the applicant. Such consultants shall be selected by mutual agreement of the city/county and applicant after a call for proposals. Applicants may be required to post bond or otherwise insure payment of such costs.

(c) In the event that a proposal is modified so that an EIS is no longer required, the responsible official shall refund any costs collected under (a) and (b) of this subsection which were collected for costs not incurred.

(3) No fee shall be collected by the city/county for performing its duties as a consulted agency.

(Note: The SEPA guidelines prohibit fees by consulted agencies.)

(4) (Optional—Use this procedure only if the SEPA public information center is retained). The SEPA public information center of the city/county is hereby authorized to charge periodic fees for the service of mailing registers and register updates. Such fees shall be reasonably related to the costs of reproduction and mailing of registers and updates.

(5) The city/county may charge any person for copies of any document prepared pursuant to the requirements of this ordinance, and for mailing thereof, in a manner provided by chapter 42.17 RCW. [Statutory Authority: RCW 43.21C.130. 78-04-091 (Order DE 78-6), § 173-805-130, filed 4/4/78; Order DE 76-13, § 173-805-130, filed 6/8/76.]

Title 174 WAC

THE EVERGREEN STATE COLLEGE

Chapters

174-104	Regular and special meetings of the Board of Trustees.
174-116	Campus parking and traffic regulations.
174-124	Social contract among the members of the community of The Evergreen State College—Community code of conduct.
174-126	Use of human subjects.
174-128	Faculty membership, appointment and evaluation.
174-136	Use of college facilities.
174-162	Student affairs—Release of student information—Financial obligation of students.

Chapter 174-104 WAC

REGULAR AND SPECIAL MEETINGS OF THE BOARD OF TRUSTEES

WAC

174-104-010 Regular meetings.

WAC 174-104-010 Regular meetings. A regular meeting of the Board of Trustees shall be held once each month unless dispensed with by the Board of Trustees, on the campus of The Evergreen State College beginning at 10:30 a.m. on the second Thursday of the month, except that when such Thursday shall be a legal holiday, the meeting shall be held on the Friday immediately following such second Thursday. [Statutory Authority: RCW 28B.40.120(11). 78-05-008 (Order 78-1, Resolution Motion 78-7), § 174-104-010, filed 4/7/78; Order 72-3, § 174-104-010, filed 10/27/72.]

Chapter 174-116 WAC

CAMPUS PARKING AND TRAFFIC REGULATIONS

WAC

174-116-150 Violation, penalty, impounding.

WAC 174-116-150 Violation, penalty, impounding. (1) Violators of these traffic regulations, other than parking regulations, will be notified by issuance of violation tickets. The college will not assess fines.

(2) Vehicles which violate the parking permit requirements of WAC 174-116-105 and those which park in no parking areas, marked service accesses, roadways, loading docks and brick-paved and other prohibited areas will be impounded in place on the second violation within the academic quarter, provided, however, that during the first week of each Fall Quarter, no vehicle will be impounded for lack of a valid parking permit.

Upon impoundment in place, an impound device shall be attached and an "Impound Notice" will be placed on the violating vehicle instructing the driver to pay a \$5.00

service fee to the Security Office for removal of the impound device; upon receipt of the service fee the Security Office will remove the impound device.

If a vehicle impounded in place by means of an impound device remains so impounded for a period of five continuous days, it shall be towed away without notice by a commercial towing company and impounded at a location approved by the Security Chief at the risk and expense of the vehicle's owner.

(3) Vehicles which have been impounded in place and escape the impound through means other than release by the Security Office will not be impounded in place again, but will, upon repeated violation, be towed away without notice by a commercial towing company and impounded at a location approved by the Security Chief at the risk and expense of the vehicle's owner.

(4) Anything in paragraph (2), above, to the contrary notwithstanding vehicles parked in marked fire lanes will be towed away without notice by a commercial towing company and impounded at a location approved by the Security Chief at the risk and expense of the vehicle's owner.

(5) Disabled or inoperable vehicles will be considered abandoned in accordance with RCW 46.52.102 and impounded after 24 hours.

(6) In all cases, the violation record kept in the Security Office will be considered the final and binding record of past violations and impounds.

(7) A vehicle will be considered under impound at the time it is so ordered by a Security Officer. [Statutory Authority: RCW 28B.40.120(11). 78-08-088 (Order 78-2, Motion 78-26), § 174-116-150, filed 7/31/78; Order 75-2, § 174-116-150, filed 8/12/75; Order 73-4, § 174-116-150, filed 11/27/73; Order 72-7, § 174-116-150, filed 10/27/72.]

Chapter 174-124 WAC

SOCIAL CONTRACT AMONG THE MEMBERS OF THE COMMUNITY OF THE EVERGREEN STATE COLLEGE--COMMUNITY CODE OF CONDUCT

WAC	
174-124-010	Repealed.
174-124-020	Basic purposes--Individual responsibility of members of the college community.
174-124-030	Individual rights of members of the Evergreen community.
174-124-040	Conditions of learning--Freedom--Privacy--Honesty.
174-124-050	Institutional rights and obligations.
174-124-060	Repealed.
174-124-070	Repealed.
174-124-080	Repealed.
174-124-090	Repealed.
174-124-100	Repealed.
174-124-110	Repealed.
174-124-120	Procedural review--Subsequent modification of the social contract.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

174-124-010	Introduction--Declarations of college policy. [Order 2, § 174-124-010, filed 2/22/72.] Repealed by 78-
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174-124-060	11-092 (Order 78-3, Resolution Motion 78-50), filed 11/1/78. Statutory Authority: RCW 28B.40.120(11). The issue of strikes--Boycotts--Sanctions. [Order 2, § 174-124-060, filed 2/22/72.] Repealed by 78-11-092 (Order 78-3, Resolution Motion 78-50), filed 11/1/78. Statutory Authority: RCW 28B.40.120(11).
174-124-070	Judicial action. [Order 2, § 174-124-070, filed 2/22/72.] Repealed by 78-11-092 (Order 78-3, Resolution Motion 78-50), filed 11/1/78. Statutory Authority: RCW 28B.40.120(11).
174-124-080	Informal mediation. [Order 2, § 174-124-080, filed 2/22/72.] Repealed by 78-11-092 (Order 78-3, Resolution Motion 78-50), filed 11/1/78. Statutory Authority: RCW 28B.40.120(11).
174-124-090	Formal mediation--Community service list. [Order 2, § 174-124-090, filed 2/22/72.] Repealed by 78-11-092 (Order 78-3, Resolution Motion 78-50), filed 11/1/78. Statutory Authority: RCW 28B.40.120(11).
174-124-100	Appeal procedure--Board of judgment. [Order 2, § 174-124-100, filed 2/22/72.] Repealed by 78-11-092 (Order 78-3, Resolution Motion 78-50), filed 11/1/78. Statutory Authority: RCW 28B.40.120(11).
174-124-110	Off-campus offenses or convictions--All-campus hearing board. [Order 2, § 174-124-110, filed 2/22/72.] Repealed by 78-11-092 (Order 78-3, Resolution Motion 78-50), filed 11/1/78. Statutory Authority: RCW 28B.40.120(11).

WAC 174-124-010 Repealed. See Disposition Table at beginning of this chapter.

WAC 174-124-020 Basic purposes--Individual responsibility of members of the college community. (1) The Evergreen State College is an association of people who work together as learners and teachers. Such a community can thrive only if members respect the rights of others while enjoying their own rights. Students, faculty, administrators and staff members may differ widely in their specific interests, in the degrees and kinds of experiences they bring to Evergreen, and in the functions which they have agreed to perform, but all must share alike in prizing academic and interpersonal honesty, in responsibly obtaining and in providing full and accurate information, and in resolving their differences through due process and with a strong will to collaboration. In its life as a community The Evergreen State College requires a social contract rather than a list of specific prohibitions and essentially negative rules.

(2) The individual members of the Evergreen community have the responsibility for protecting each other and visitors on campus from physical harm, from personal threats, and from uncivil abuse. Similarly, the institution is obligated, both by principle and by the general law, to protect its property from damage and unauthorized use and its operating processes from interruption. At the same time, it also must guarantee the right of the members of the community to voice their opinions with respect to basic matters of policy and other issues.

(3) As a community, Evergreen, through its governance structures, has both the right and the obligation to establish reasonable standards of conduct for its members in order to safeguard the processes of learning, to provide for the safety of its members, to protect the investment of the people of the state of Washington in its properties and to insure a suitable respect for the very different tastes and sensibilities of its members. For

these reasons, the law empowers the president or presidential designees to intercede whenever sound judgment points to a clear and present danger to these concerns.

(4) Each member of the community must protect: (a) The fundamental rights of others in the community as citizens, (b) the right of each member in the community to pursue different learning objectives within the limits defined by Evergreen's curriculum or resources in people, materials, equipment and money, (c) the rights and obligations of Evergreen as an institution established by the state of Washington, and (d) individual rights to fair and equitable procedures when the institution acts to protect the safety of its members. [Statutory Authority: RCW 28B.40.120(11). 78-11-092 (Order 78-3, Resolution Motion 78-50), § 174-124-020, filed 11/1/78; Order 2, § 174-124-020, filed 2/22/72.]

WAC 174-124-030 Individual rights of members of the Evergreen community. (1) Members of the Evergreen community recognize that the college is part of the larger society as represented by the state of Washington, which funds it, and by the community of greater Olympia, in which it is located. From this state of affairs flow certain rights for the members of the Evergreen community, certain conditions of campus life, and certain obligations.

(2) Among the basic rights are freedom of speech, freedom of the press, freedom of peaceful assembly and association, freedom of belief, and freedom from intimidation, violence and abuse.

(3) There may be no discrimination at Evergreen with respect to race, sex, sexual orientation, religious or political belief, or national origin in considering individuals' admission, employment, or promotion. To this end the college has adopted an affirmative action policy (references Evergreen Administrative Code chapter 174-148 WAC, Equal Opportunity Policies and Procedures—Affirmative Action Program).

(4) Because the Evergreen community is part of the larger society, the campus is not a sanctuary from the general law or invulnerable to general public opinion.

(5) The Evergreen community will support the right of its members, individually or in groups, to express ideas, judgments, and opinions in speech or writing. The members of the community, however, are obligated to make statements in their own names and not as expressions on behalf of the college.

(6) All members of the college community have the right to organize their personal lives and conduct according to their own values and preferences, with an appropriate respect for the rights of others to organize their lives differently.

(7) Evergreen does not stand in loco parentis for its members.

(8) The right to use the mediation and adjudication process is enjoyed by all members of the Evergreen community. (Reference: WAC 174-108-06001 Mediation and Adjudication of Disputes, Grievances and Appeals). [Statutory Authority: RCW 28B.40.120(11). 78-11-092 (Order 78-3, Resolution Motion 78-50), § 174-

124-030, filed 11/1/78; Order 2, § 174-124-030, filed 2/22/72.]

WAC 174-124-040 Conditions of learning—Freedom—Privacy—Honesty. (1) Evergreen's members live under a special set of rights and responsibilities, foremost among which is that of enjoying full freedom to explore ideas and to discuss their explorations in both speech and print without let or hindrance. Both institutional and individual censorship are at variance with this basic freedom. Research or other intellectual efforts, the results of which must be kept secret or may be used only for the benefit of a special interest group, also violate the principle of free inquiry.

(2) All members of the Evergreen community are entitled to privacy in the college's offices, facilities devoted to educational programs, and housing. The same right of privacy extends to personal papers, confidential records, and personal effects, whether maintained by the individual or by the institution. Meetings of public significance cannot be properly held in secret.

(3) All members of the Evergreen community enjoy the right to hold and to participate in public meetings, to post notices on the campus, and to engage in peaceful demonstrations. Reasonable and impartially applied rules may be set with respect to time, place and use of Evergreen facilities in these activities.

(4) Honesty is an essential condition of learning. Honesty includes the presentation of only one's own work in one's own name, the full consideration of evidence and logic, and the recognition of biases and prejudices in oneself.

(5) Another essential condition of learning is the full freedom and right on the part of individuals and groups to the expression of minority, unpopular, or controversial points of view.

(6) Related to this point is the way in which civility is a fundamental condition of learning. Only if minority and unpopular points of view are accorded respect, are listened to, and are given full opportunity for expression will Evergreen provide *bona fide* opportunities for significant learning.

(7) All members of the Evergreen community should strive to prevent the financial, political, or other exploitation of the campus by any individual or group. [Statutory Authority: RCW 28B.40.120(11). 78-11-092 (Order 78-3, Resolution Motion 78-50), § 174-124-040, filed 11/1/78; Order 2, § 174-124-040, filed 2/22/72.]

WAC 174-124-050 Institutional rights and obligations. (1) As an institution, Evergreen has the obligation to provide an open forum for the members of its community to present and to debate public issues, to consider the problems of the college, and to serve as a mechanism of widespread involvement in the life of the larger community.

(2) The college has the obligation to prohibit the use of its name, its finances, and its facilities for commercial purposes.

(3) Evergreen has the right to prohibit individuals and groups who are not members of its community from using its name, its financial or other resources, and its facilities for commercial, religious, or political activities.

(4) The college is obligated not to take a position, as an institution, in electoral politics or on public issues except for those matters which directly affect its integrity, the freedom of the members of its community, its financial support, and its educational programs. At the same time, Evergreen has the obligation to support the right of its community's members to engage, as citizens of the larger society, in political affairs, in any way that they may elect within the provision of the general law. [Statutory Authority: RCW 28B.40.120(11). 78-11-092 (Order 78-3, Resolution Motion 78-50), § 174-124-050, filed 11/1/78; Order 2, § 174-124-050, filed 2/22/72.]

WAC 174-124-060 Repealed. See Disposition Table at beginning of this chapter.

WAC 174-124-070 Repealed. See Disposition Table at beginning of this chapter.

WAC 174-124-080 Repealed. See Disposition Table at beginning of this chapter.

WAC 174-124-090 Repealed. See Disposition Table at beginning of this chapter.

WAC 174-124-100 Repealed. See Disposition Table at beginning of this chapter.

WAC 174-124-110 Repealed. See Disposition Table at beginning of this chapter.

WAC 174-124-120 Procedural review--Subsequent modification of the social contract. This document shall be reviewed with each review of the covenant on governance. [Statutory Authority: RCW 28B.40.120(11). 78-11-092 (Order 78-3, Resolution Motion 78-50), § 174-124-120, filed 11/1/78; Order 2, § 174-124-120, filed 2/22/72.]

Chapter 174-126 WAC USE OF HUMAN SUBJECTS

WAC

- 174-126-010 General policy.
- 174-126-020 Practices and procedures.
- 174-126-030 Human subjects review board.

WAC 174-126-010 General policy. This policy regarding the use of human subjects recognizes the responsibility to protect the rights, well-being and personal privacy of individuals, to assure a favorable climate for the conduct of academic-oriented inquiry, and to protect the interests of The Evergreen State College. The following practices and procedures have been established for the conduct of activities involving human

subjects. [Statutory Authority: RCW 28B.40.120(11). 79-07-003 (Order 79-2, Motion 79-31), § 174-126-010, filed 6/7/79.]

WAC 174-126-020 Practices and procedures. (1) No activity involving human subjects shall be undertaken unless a Human Subjects Review Board has reviewed and approved such activity. This review shall determine whether these subjects will be placed at risk and, if so, whether:

(a) The risks to the subject are so outweighed by the sum of the benefit to the subject and the importance of the knowledge to be gained as to warrant a decision to allow the subject to accept these risks;

(b) The rights and welfare of any such subjects will be adequately protected; and

(c) Legally effective informed consent will be obtained by adequate and appropriate methods.

(2) Definitions.

(a) "Subject at risk" means any individual who may be exposed to the possibility of injury, including physical, psychological or social injury, as a consequence of participation in any activity which departs from the application of those established and accepted methods necessary to meet the subject's needs, or which increases the ordinary risks of daily life.

(b) "Informed consent" means the knowing consent of any individual or of a legally authorized representative. The consent is to be a free-will choice obtained from the subject or representative without undue inducement or any element of constraint or coercion. The basic elements of information necessary to such consent include:

(i) A description of the procedures to be followed, including an identification of those which are experimental;

(ii) A description of the attendant risks and discomforts;

(iii) A description of the benefits to be expected or the knowledge hoped to be gained;

(iv) A disclosure of appropriate alternative procedures that might be advantageous to the subject;

(v) An offer to answer any inquiries the participant has concerning the activity;

(vi) An instruction that the subject is free to withdraw at anytime without penalty.

(vii) An assurance that the subject's identity will remain confidential;

(viii) A disclosure of what costs the subject may immediately or ultimately be forced to bear, and what reimbursement of costs or other compensation the subject will receive.

(c) "Substantial experiment" means any activity involving risk to human health but would exclude all those activities relating solely to the gathering of data, material, and information.

(3) Activities subject to review.

(a) All activities supported by noncollege funds in which such action is required by the grantor;

(b) Other activities which involve the likelihood of risk or substantial stress or discomfort to the subject;

(c) Activities which include the administration of personality tests, inventories or questionnaires of a personal and sensitive nature;

(d) Activities involving health care procedures of any kind which are not principally for the benefit of the subject, or which include diagnostic or therapeutic measures that are not yet standard;

(e) Other activities in which the subject is not fully informed as to the procedure to be followed.

(4) Responsibilities.

(a) Responsibility for review and approval of proposed activities is vested in the Human Subjects Review Board.

(b) The appropriate dean or director under whose program the proposed activities emanate is responsible for determining if any of the above criteria (subsection (3) of this section) apply to the proposed activities and, if so, to forward the proposal to the Human Subjects Review Board.

(c) It is the obligation of the investigator to bring any proposed activity involving the use of human subjects to the attention of the respective faculty member, supervisor or dean. [Statutory Authority: RCW 28B.40.120(11). 79-07-003 (Order 79-2, Motion 79-31), § 174-126-020, filed 6/7/79.]

WAC 174-126-030 Human subjects review board.

(1) The purpose of the Human Subjects Review Board is to conduct initial and continuing reviews of the use of human subjects in accordance with the policy outlined in WAC 174-126-020(1).

(2) Review board composition and qualifications.

(a) The review board must be composed of not less than five persons with varying backgrounds.

(b) The review board must be sufficiently qualified through the maturity, experience and expertise of its members and diversity of its membership to insure respect for its advice and counsel for safeguarding the rights and welfare of human subjects.

(c) The review board must be able to ascertain the acceptability of application and proposals in terms of institutional commitments and regulations, applicable law, standards of professional conduct and practice and community attitudes.

(d) No review board member shall be involved in either the initial or continuing review of an activity in which the respective member has a conflict of interest.

(e) At no time shall the review board consist entirely of persons who are associated with the institution apart from their membership on the review board.

(f) The quorum of the review board shall be defined but in no event will be less than a majority of the total membership.

(g) Members of the review board are to be appointed by the president of the college for two-year renewable terms.

(3) Responsibilities of the Human Subjects Review Board.

(a) The review board will develop and maintain procedures which the college will follow in its initial and continual review of applications, proposals and activities.

(b) The review board will develop and maintain procedures to:

(i) Provide advice and counsel to activity directors and investigators with regard to the review board's actions;

(ii) Insure prompt reporting to the review board of proposed changes in an activity and of unanticipated problems involving risk to subjects or others; and

(iii) Insure that any such problems including adverse reactions to biological drugs, radioisotope labeled drugs or to medical devices are promptly reported to the appropriate authority.

(c) The review board will develop and maintain procedures which the college will follow to maintain an active and effective review board and to implement its recommendations.

(d) Policies and procedures established by the review board will be in compliance with federal (specifically Title 45, Sec. 46), state and local laws as well as college policies and procedures.

(4) Executive responsibility of the college.

(a) Review board approvals, favorable actions and recommendations are subject to review and disapproval or further restrictions by the president, academic vice president and administrative vice president.

(b) When it is a requirement of receipt of funds for the activity, review board disapprovals, restrictions or conditions cannot be rescinded or removed except by action of the review board.

(c) The president shall review all approvals by the review board for experiments involving human subjects and if, in his determination, it is a substantial experiment, prior to its commencement, it shall be submitted to the Board of Trustees for final approval. [Statutory Authority: RCW 28B.40.120(11). 79-07-003 (Order 79-2, Motion 79-31), § 174-126-030, filed 6/7/79.]

Chapter 174-128 WAC

FACULTY MEMBERSHIP, APPOINTMENT AND EVALUATION

WAC

CATEGORIES OF FACULTY MEMBERSHIP

- 174-128-010 Philosophy.
174-128-020 Categories of faculty membership.

FACULTY RECRUITMENT AND APPOINTMENT PROCESS

- 174-128-030 Philosophy.
174-128-040 Recruitment of regular faculty.
174-128-042 Procedures for hiring associate faculty.
174-128-044 Resource faculty.
174-128-046 Staff-faculty.

FACULTY EVALUATION

- 174-128-050 Philosophy.
174-128-060 The appointment and evaluation cycles.
174-128-062 Faculty seminars.
174-128-064 The faculty portfolio.
174-128-066 Faculty evaluation schedule.
174-128-070 The dean's role in the evaluation process.

REAPPOINTMENT AND NONREAPPOINTMENT OF FACULTY

- 174-128-080 Reappointment and nonreappointment.
174-128-090 Academic freedom and tenure.

174-128-990 Appendix I—Diagram of faculty recruitment and hiring procedure.

CATEGORIES OF FACULTY MEMBERSHIPS

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)." [Statutory Authority: RCW 28B.40.120(11). 78-12-040 (Order 78-5, Motion 78-55), § 174-128-010, filed 11/22/78.]

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 174-128-080). 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. [Statutory Authority: RCW

28B.40.120(11). 78-12-040 (Order 78-5, Motion 78-55), § 174-128-020, filed 11/22/78.]

FACULTY RECRUITMENT AND APPOINTMENT PROCESS

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 [WAC 174-128-990]. [Statutory Authority: RCW 28B.40.120(11). 78-12-040 (Order 78-5, Motion 78-55), § 174-128-030, filed 11/22/78.]

WAC 174-128-040 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. [Statutory Authority: RCW 28B.40.120(11). 78-12-040 (Order 78-5, Motion 78-55), § 174-128-040, filed 11/22/78.]

WAC 174-128-042 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. [Statutory Authority: RCW 28B.40.120(11). 78-12-040 (Order 78-5, Motion 78-55), § 174-128-042, filed 11/22/78.]

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. [Statutory Authority: RCW 28B.40.120(11). 78-12-040 (Order 78-5, Motion 78-55), § 174-128-044, filed 11/22/78.]

WAC 174-128-046 Staff-faculty. See *WAC 174-129-010 through 174-129-040. [Statutory Authority:

RCW 28B.40.120(11). 78-12-040 (Order 78-5, Motion 78-55), § 174-128-046, filed 11/22/78.]

*Reviser's note: At the time of publication, WAC 174-129-010 through 174-129-040 has not been filed in the office of the code reviser.

FACULTY EVALUATION

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. [Statutory Authority: RCW 28B.40.120(11). 78-12-040 (Order 78-5, Motion 78-55), § 174-128-050, filed 11/22/78.]

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. [Statutory Authority: RCW 28B.40.120(11). 78-12-040 (Order 78-5, Motion 78-55), § 174-128-060, filed 11/22/78.]

WAC 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 acknowledgement 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. [Statutory Authority: RCW 28B.40.120(11). 78-12-040 (Order 78-5, Motion 78-55), § 174-128-062, filed 11/22/78.]

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. [Statutory Authority: RCW 28B.40.120(11). 78-12-040 (Order 78-5, Motion 78-55), § 174-128-064, filed 11/22/78.]

WAC 174-128-066 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. [Statutory Authority: RCW 28B.40.120(11). 78-12-040 (Order 78-5, Motion 78-55), § 174-128-066, filed 11/22/78.]

WAC 174-128-070 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. [Statutory Authority: RCW 28B.40.120(11). 78-12-040 (Order 78-5, Motion 78-55), § 174-128-070, filed 11/22/78.]

REAPPOINTMENT AND NONREAPPOINTMENT OF FACULTY

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). [Statutory Authority: RCW 28B.40.120(11). 78-12-040 (Order 78-5, Motion 78-55), § 174-128-080, filed 11/22/78.]

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. [Statutory Authority: RCW 28B.40.120(11). 78-12-040 (Order 78-5, Motion 78-55), § 174-128-090, filed 11/22/78.]

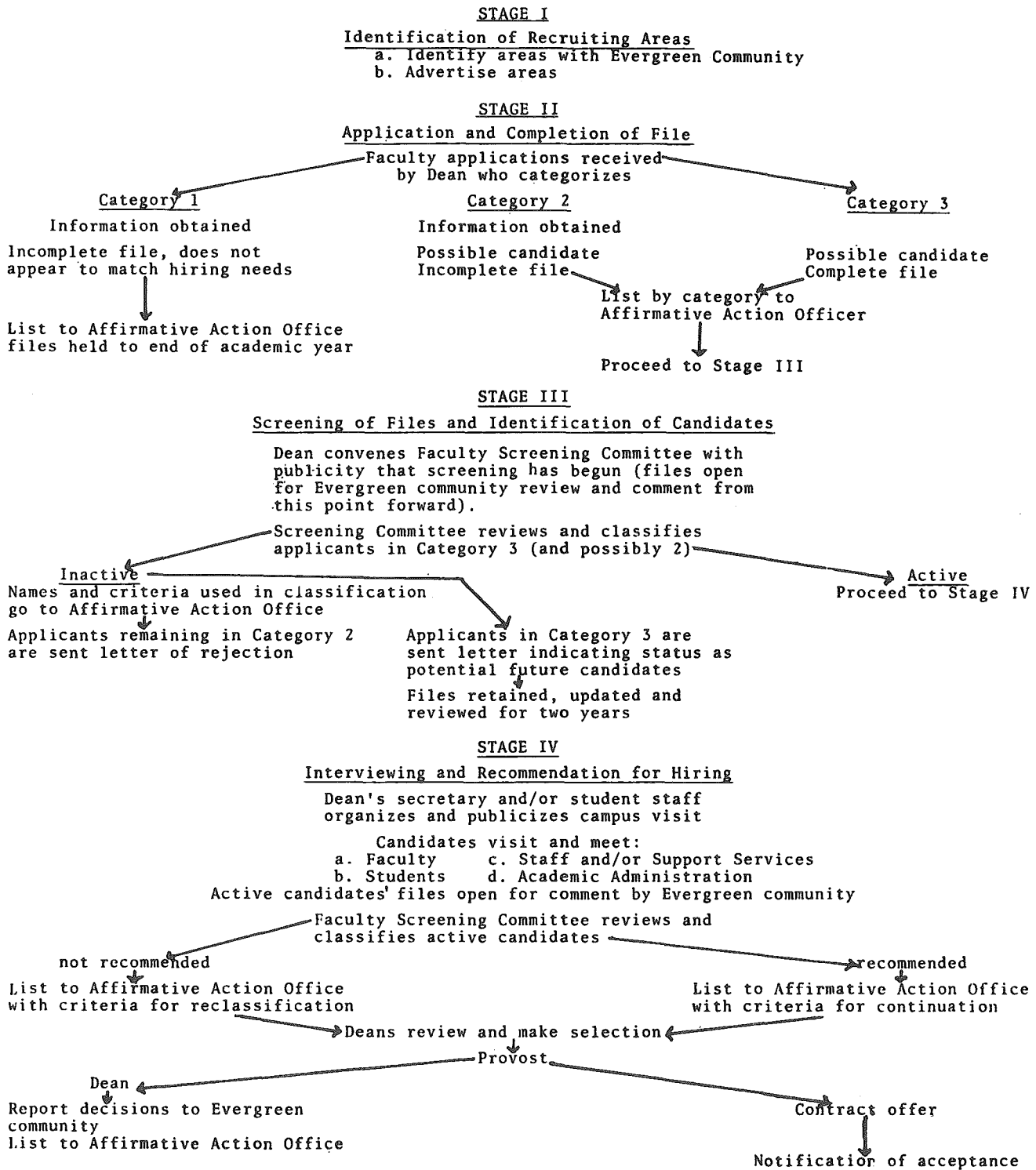
*Reviser's note: At the time of publication, WAC 174-112-850 through 174-112-860 has not been filed in the office of the code reviser.

**Reviser's note: WAC 174-108-010 through 174-108-080 has been repealed by Order 75-5, filed August 12, 1975.

WAC 174-128-990 Appendix I--Diagram of faculty recruitment and hiring procedure.

DIAGRAM OF FACULTY RECRUITMENT AND HIRING PROCEDURE

APPENDIX I



[Statutory Authority: RCW 28B.40.120(11). 78-12-040 (Order 78-5, Motion 78-55), § 174-128-990, filed 11/22/78.]

Chapter 174-136 WAC
USE OF COLLEGE FACILITIES

WAC

174-136-011	Limitations.
174-136-015	Procedures for securing permission.
174-136-016	Scheduling and procedures.
174-136-017	Other requirements.
174-136-018	Audio and visual recording.
174-136-019	Activities for commercial purposes.
174-136-021	Conferences and conventions.
174-136-022	Penalties for violations of commercial activities regulations.

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 2).

(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 nondiscriminatory 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 nonpolitical activities, or when sponsored as a public service 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. [Statutory Authority: RCW 28B.40.120(11). 79-01-020 (Order 78-4, Motion 78-54), § 174-136-011, filed 12/15/78; Order 74-2, § 174-136-011, filed 5/24/74.]

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 procedures outlined in the following paragraphs must be followed.)

(2) Permission to schedule an event or appearance other than as delineated in subsection (1) of this section must be secured via a Production Clearance Report from the (a) Director of Recreation and Campus Activities 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 and conventions. [Statutory Authority: RCW 28B.40.120(11). 79-01-020 (Order 78-4, Motion 78-54), § 174-136-015, filed 12/15/78; Order 74-2, § 174-136-015, filed 5/24/74.]

WAC 174-136-016 Scheduling and procedures. (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.

(3) College activities that do not have a budgetary unit sponsoring the function must register with the Director of Recreation and Campus Activities to be recognized as a college activity.

(4) State agencies, state schools and post secondary institutions in the state of Washington 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 week at a time, these organizations should be charged by the Conference Coordinator.

(5) Special services (e.g., extra janitorial, security, audio visual equipment, coffee) related to special events or appearances will be charged to the user. [Statutory Authority: RCW 28B.40.120(11). 79-01-020 (Order 78-4, Motion 78-54), § 174-136-016, filed 12/15/78; Order 74-2, § 174-136-016, filed 5/24/74.]

WAC 174-136-017 Other requirements. (1) When deemed advisable by the Director of Recreation and Campus Activities, or the Business Manager or the Conference Coordinator as the case may be, the sponsor or conductor of an event or appearance may be required to make an advance deposit, post a bond, and/or obtain insurance to protect the college against 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. [Statutory Authority: RCW 28B.40.120(11). 79-01-020 (Order 78-4, Motion 78-

54), § 174-136-017, filed 12/15/78; Order 74-2, § 174-136-017, filed 5/24/74.]

WAC 174-136-018 Audio and visual recording. The sponsor of any event or appearance shall be responsible for obtaining 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 College's Grants and Contracts Accountant. [Statutory Authority: RCW 28B.40.120(11). 79-01-020 (Order 78-4, Motion 78-54), § 174-136-018, filed 12/15/78; Order 74-2, § 174-136-018, filed 5/24/74.]

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.

(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, equipment 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 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. [Statutory Authority: RCW 28B.40.120(11). 79-01-020 (Order 78-4, Motion 78-54), § 174-136-019, filed 12/15/78; Order 74-2, § 174-136-019, filed 5/24/74.]

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 businesses. [Statutory Authority: RCW 28B.40.120(11). 79-01-020 (Order 78-4, Motion 78-54), § 174-136-021, filed 12/15/78; Order 74-2, § 174-136-021, filed 5/24/74.]

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. [Statutory Authority: RCW 28B.40.120(11). 79-01-020 (Order 78-4, Motion 78-54), § 174-136-022, filed 12/15/78; Order 74-2, § 174-136-022, filed 5/24/74.]

Chapter 174-162 WAC

STUDENT AFFAIRS--RELEASE OF STUDENT INFORMATION--FINANCIAL OBLIGATION OF STUDENTS

WAC

174-162-320 Credit balances in student accounts.

WAC 174-162-320 Credit balances in student accounts. Students are expected to pay all accounts promptly when due. Account credit balances resulting from nonrefundable deposits, financial aid awards, and other overpayments may be offset against any outstanding charges due the college in the order of established priority guidelines. [Statutory Authority: RCW 28B.40.120(11). 79-06-079 (Order 79-1, Motion 79-30), § 174-162-320, filed 5/31/79.]

Title 175 WAC

ECONOMIC ASSISTANCE AUTHORITY

Chapters

175-16 Investment tax deferrals application and procedures.

Chapter 175-16 WAC

INVESTMENT TAX DEFERRALS APPLICATION AND PROCEDURES

WAC

175-16-010 Application.
175-16-030 Definitions.