Title 132 WAC: Walla Walla Community College

Parties, groups or candidates solely on the basis of their particular political viewpoint.

(5) Activities of commercial or political nature will not be approved if they involve the use of promotional signs or posters on buildings, trees, walls, or bulletin boards, or the distribution of samples outside rooms or facilities to which access—by be granted.

(6) Because of limitations imposed by the constitution of the state of Washington, the facilities of the college may not be used for the purpose of religious worship, exercise or instruction, except as provided in WAC 132T-190-030.(7).

(7) College facilities are available to all recognized student groups and faculty or staff organizations, subject to these general policies, except as provided in WAC 132T-190-030(6), and to the rules and regulations of the college governing student, faculty and staff affairs.

(8) Handbills, leaflets and similar materials, except those which are commercial, obscene, or unlawful in character, may be distributed on the campus by regularly enrolled students, members of recognized student organizations or college personnel. Materials may be distributed only in designated areas on the campus where, and at times when, such distribution shall not interfere with the orderly administration of the college affairs or the free flow of traffic. Persons and organizations not connected with the college may not distribute handbills and similar materials.

(9) Exterior audio amplifying equipment is permitted only in locations and at times that will not interfere with the normal conduct of college affairs.

(10) No person or group may use or enter onto college facilities having in their possession firearms, even though licensed to do so, except commissioned police officers as prescribed by law. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-24-021 (Resolution No. 83-4), § 132T-190-030, filed 11/22/82; Order 78-6, § 132T-190-030, filed 10/24/77.]

Title 132V WAC

COMMUNITY COLLEGES--TACOMA COMMUNITY COLLEGE

Chapters

132V-22 Faculty tenure rights and procedures.

Chapter 132V-22 WAC

FACULTY TENURE RIGHTS AND PROCEDURES

WAC

132V-22-010 Purpose—Tenure.

132V-22-020 Definitions.

132V-22-030 Composition of review committees.

132V-22-040 Duties and responsibilities of review committee.

132V-22-050 Procedure relating to the dismissal for cause of tenured and probationary faculty members.

132V-22-060 Preliminary procedure relating to the dismissal for cause of a tenured or probationary faculty member.

132V-22-100 Procedure relating to reduction-in-force.
WAC 132V-22-030 Composition of review committees. (1) A separate tenure review committee, which shall serve as a standing committee until such time as the appointment is terminated, shall be established for each full-time probationer.

(2) Each [tenure] review committee shall be composed of five persons: Three shall be tenured faculty appointees selected by a majority of the tenured faculty members and faculty department heads acting in a body prior to October 15 of the probationer's first full regular college year of employment; one shall be the probationer's division chairman (or his/her management supervisor if he/she is not supervised by a division chairman); one shall be a student representative who shall be a full-time student and who shall be chosen by the student association of the college in such a manner thereof shall determine. Each tenure review committee shall select its own chairman. If the elected chairman fails to perform his/her required duties in the time period specified, management shall appoint a chairman from among the other committee members to fulfill the responsibilities. Each review committee shall meet at the call of the chairman when, in his/her discretion, the need for such meeting arises, provided, that the committee shall meet with the probationer at least twice during each winter quarter. Additionally, the committee shall meet within ten days after the chairman receives the probationer's written request which states the purpose of the meeting.

(3) If a vacancy occurs upon any tenure review committee prior to the expiration of the probationer's appointment as such, an administrative, faculty or student member, as appropriate, shall be appointed to fill the vacancy pursuant to subsection (2) of this rule to serve for the duration of the committee's obligation. [Statutory Authority: RCW 28B.19.077 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.]

WAC 132V-22-040 Duties and responsibilities of review committee. (1) The general duty and responsibility of the tenure review committee shall be to assess and advise the probationer of his/her professional strengths and weaknesses and to make reasonable efforts to encourage and aid him/her to overcome his/her deficiencies.

(2) The first order of business for each tenure review committee shall be to establish the procedure it will follow in evaluating the performance and professional competence of the full-time probationer assigned thereto. The committee's evaluation of the probationer shall be directed toward and result in the determination of whether or not the probationer possesses the necessary personal characteristics and professional competence to perform effectively in his/her appointment. In determining professional competence, the committee shall give due consideration to the criteria under which the employee was hired, as established by the probationer's department, program, or advisory group. A review committee's evaluation procedures should include, as it deems necessary, the following:

(a) Classroom observations by members of the tenure review committee;

(b) Student evaluation administered by a member of the review committee;

(c) Assessment of the probationer's contributions to the department, program[,[] division, and institution by the department or program, and division heads and other faculty; and

(d) Self-evaluation.

(3) Each tenure review committee shall be required to conduct an on-going evaluation of the full-time probationer assigned thereto and render the following written reports to the president, probationer, and the appointing authority on or before the designated times during each regular college year that such appointee is on a probationary status, or, as is also required, within fifteen days of the president's written request therefor:

(a) A written evaluation of each full-time probationary faculty appointee's performance, including the degree to which the probationer has overcome stated deficiencies, on or before February 15. The review committee shall obtain the appointee's written acknowledgment of receipt of the written evaluation.

(b) A written recommendation regarding the employment or nonemployment of the probationer for the ensuing regular college year on or before February 15.

(c) A written recommendation that the appointing authority award or not award tenure, such written recommendations to be submitted during the regular college year deemed appropriate by each review committee, provided that during such probationer's third regular college year of appointment the review committee shall, prior to February 15 of such regular college year, make a written recommendation as to the award or nonaward of tenure. The failure of any review committee to make such written recommendation by February 15 of a probationer's third consecutive regular college year shall require that the probationer's supervising dean make a written recommendation as to the award or nonaward of tenure by the following February 25.

(4) The appointing authority shall be required to give reasonable consideration to any recommendation of a review committee and is not bound thereby.

(5) All written evaluations and recommendations prepared and submitted by a review committee pursuant to these rules shall include the committee's findings and supportive data and analysis.

(6) If the probationer disagrees with the review committee's recommendation as to the award or nonaward of tenure, the probationer shall be provided an opportunity to challenge the review committee's recommendations before a committee of the appointing authority.

Reviser's note: RCW 28B.19.077 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

[1982 WAC Supp—page 261]
(7) On or before the last day of the winter quarter of each regular college year of a probationary appointment, the appointing authority shall notify the probationer of their decision to either grant him/her tenure or not renew his/her appointment for the ensuing year.

(8) The decision of the appointing authority to not rehire a probationary academic employee for a second or third year of the probationary period or to not grant tenure is final, and the academic employee affected by this decision shall not have access to the Hearing Procedure Relating to Dismissal for Cause and Reduction-in-Force as provided by Section 12.32 of the Negotiated Agreement, but the academic employee may submit written appeal and appear, in person, at the next board meeting following such nonrenewal.

(9) As per chapter 112, Laws of 1975, 1st ex. sess., those academic employees funded more than fifty-one of their annual salaries by other than state funds are nontenurable, per WAC 131-16-400. Inclusion of this paragraph shall not limit the union in its court appeal of this law, rulings pursuant thereto and its effect on present employees in this category. Management will make every effort to shift presently affected employees to tenurable jobs as they become available. Management and the union agree to make necessary modifications in this section in order to bring it into compliance with subsequent court decisions, if any. [Statutory Authority: RCW 28B.50.140(13) and 28B.50.852. 81-08-002 (Order 6-81, Resolution 81-6), § 132V-22-040, filed 3/19/81; Order 16, § 132V-22-040, filed 12/28/73; Order 9, § 132V-22-040, filed 3/1/73; Order 3, § 132V-22-040, filed 5/29/70.]

Reviser's note: RCW 28B.19.077 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

WAC 132V-22-050 Procedure relating to the dismissal for cause of tenured and probationary faculty members. A tenured faculty member shall not be dismissed by the college except for sufficient cause, nor shall a faculty member who holds a probationary faculty appointment be dismissed prior to the written terms of the appointment except for sufficient cause. Sufficient cause may include, but is not limited to:

1. Demonstrated incompetency in his/her professional assignment;
2. Proven neglect of recognized duties;
3. Proven insubordination;
4. Diagnosed physical or mental inability to perform assigned duties;
5. Convicted of any unlawful act of violence during the period of employment;
6. Convicted of any unlawful act resulting in destruction of college property;
7. Convicted of any unlawful interference with the orderly conduct of the educational process. [Statutory Authority: RCW 28B.50.140(13) and 28B.50.852. 81-08-002 (Order 6-81, Resolution 81-6), § 132V-22-050, filed 3/19/81; Order 16, § 132V-22-050, filed 12/28/73; Order 3, § 132V-22-050, filed 5/29/70.]

Reviser's note: RCW 28B.19.077 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

WAC 132V-22-060 Preliminary procedure relating to the dismissal for cause of a tenured or probationary faculty member. When reason arises to question the fitness of an academic employee, the initial step shall be for the appropriate administrative officer to discuss the matter with him/her in personal conference. At this conference, the academic employee may request the presence of a union representative. The matter may be terminated by mutual consent at this point; but if an adjustment does not result, the case shall be referred to the president of the college. If the president of the college deems that the case warrants dismissal, the dismissal process shall be governed by the following procedure:

1. [1] At least fifteen calendar days prior to the effective date of the dismissal action and at least thirty days prior to the convening of the dismissal for cause committee, the academic employee, who is to be dismissed by the appointing authority, and the union shall be furnished with written notice which shall include grounds for dismissal, a statement of the legal authority and jurisdiction of the president's notice, and information of the employee's right of appeal. The notification shall be furnished directly to the employee during working hours, or shall be mailed by certified return receipt mail to the academic employee's last known address.

2. [2] A dismissal review committee will be established. The dismissal review committee shall be the same as the tenure review committee. If the tenure review committee is no longer available the dismissal review committee shall have the same membership as required for a tenure review committee for a probationary academic employee. The members representing the academic employees shall be selected by a majority of the academic employees and department chairmen acting as a body. The president shall deliver to the review committee the statement of charges provided to the employee.

3. [3] Remaining steps in the procedure for dismissal for cause of tenured or probationary faculty members are as specified in WAC 132V-22-200 of these rules. 

WAC 132V-22-100 Procedure relating to reduction-in-force. (1) Definition: A reduction-in-force is a dismissal of faculty members without prejudice and for adequate cause which shall include lack of funds and necessary curtailment of work.

(2) Lay-off units and procedure for assignment:
(a) A full-time academic employee's assignment to a lay-off unit will be that within which his/her job responsibility is classified.

(b) For the duration of this agreement, the lay-off units and assignments thereto, as agreed to in the union-management meeting of February 3, 1974, or the most recent updating of those lay-off units and assignments thereto, shall be used as the basis of reduction-in-force. A person may be assigned to only one lay-off unit even though he/she is teaching in more than one unit.

(c) The institutional seniority list, which is to be published annually by November 1st of each year, under Article 9 of the Negotiated Agreement, will also include the lay-off unit to which an academic employee is currently assigned.

(3) Alternatives to reduction-in-force: Alternatives to reduction-in-force shall be implemented by management prior to the initiation of reduction-in-force procedures. The application of these alternatives will be handled through the appropriate division and department. A full-time employee will be given sections normally staffed by part-time employees before being offered other alternatives to reduction-in-force. Such alternatives may include, but not be limited to, those in Article 6.00 of the Negotiated Agreement.

An academic employee's agreement to one or any combination of the above-referenced alternatives, or any other alternative agreed to, will be submitted in writing to the college president.

(4) Basis for reduction: If the number of full-time contracted academic employees is to be reduced, the college president, with advice from the appropriate supervising administrators and department chairmen shall determine in the case of each affected department or program what courses and services are most necessary to maintain quality education and services at Tacoma Community College. In making his determination on reductions, the college president shall consider the following factors:

(a) Budget limitations, lack of funds, change in institutional or service programs, or lack of students participating in particular programs or services.
(b) The enrollment, the trends in enrollment, and their effect upon the department or program.
(c) The present and anticipated service needs of the college and its students and prospective students.
(d) Information concerning faculty and administrative vacancies occurring through retirement, resignation, and professional and other leave.

Before arriving at proposed reduction-in-force decisions, the president will confer with representatives of the designated faculty organization and the student government regarding proposed reduction plans and will consider their opinions in the matter.

(5) Order of reduction: If a reduction is determined to be necessary within a lay-off unit, the employment needs of the department or program shall be the primary basis for identifying the order of reduction-in-force. First consideration will also be given to seniority as defined in Article 9.00 of the Negotiated Agreement, provided that such consideration results in the retention of qualified academic employees to replace and perform the necessary duties of the personnel reduced. In determining what duties an academic employee is qualified to perform, the president will consider, but not be limited to:

(a) General professional experience;
(b) Actual work experience in the area under consideration; and
(c) Educational background.

(6) Right to recall: A full-time faculty member whose contract is not renewed as a result of this reduction-in-force procedure shall have the right to recall to any faculty position, either a newly created position or a vacancy: Provided, That the individual is determined to be qualified for such position by the president of the college following recommendations by the supervising dean, department chairman and/or program director. The right of recall shall extend two years from date of lay-off.

(7) Reduction-in-force review committee: A reduction-in-force review committee shall be composed of three members of the faculty who shall be selected by a majority of the faculty and faculty department heads acting in a body, one administrator who shall be appointed by the college president, and one student representative who shall be chosen by the student association of the college in such a manner as the members thereof shall determine.

(8) Preliminary procedure for reduction-in-force: When reason arises to dismiss an academic employee as a result of reduction-in-force, the initial step shall be for the appropriate administrative officer to discuss the matter with him/her in personal conference. At this conference, the academic employee may request the presence of a union representative. The matter may be terminated by mutual consent at this point; but if an adjustment does not result, the case shall be referred to the president of the college. If the president of the college still deems dismissal to be necessary, the dismissal process shall be governed by the following procedure:

(a) At least thirty calendar days prior to the convening of the dismissal review committee, the union and the academic employee who is threatened with dismissal by the appointing authority shall be furnished with written notice which shall include grounds for dismissal, a statement of the legal authority and jurisdiction of the president's notice, and information of the employee's right of appeal. The notification shall be furnished directly to the employee during working hours, or if this is not possible because of the absence of the employee, it shall be mailed by certified return receipt mail to the academic employee's last known address.

(b) A reduction-in-force review committee will be established. The reduction-in-force review committee shall be the same as the tenure review committee. If the tenure review committee is no longer available, the reduction-in-force review committee shall have the same membership as required for a tenure review committee for a probationary academic employee. The members representing academic employees shall be selected by a majority of the academic employees and department chairmen acting as a body. The president shall deliver to
the reduction-in-force review committee the statement of charges provided to the employee.

(c) In the event of a reduction-in-force, the reduction-in-force review committee shall conduct a hearing. At the hearing, the academic employee affected shall have the opportunity to be represented by counsel, to respond to and present evidence and arguments on all issues involved, and to examine and cross-examine witnesses. At the hearing, the academic employee shall have the opportunity for his counsel to protect his due process rights to respond to and present evidence and arguments on all issues involved and to examine and cross-examine witnesses.

(d) Subsequent steps in the procedure for reduction-in-force are specified in WAC 132V-22-200 of these rules. [Statutory Authority: RCW 28B.50.140(13) and 28B.50.852. 81-08-002 (Order 6-81, Resolution 81-6), § 132V-22–100, filed 3/19/81; Order 16, § 132V–22–100, filed 12/28/73; Order 14, § 132V–22–100, filed 6/29/73.]

WAC 132V–22–200 Hearing procedure relating to dismissal for cause and reduction-in-force. (1) The required notice of dismissal for cause or reduction-in-force to the affected academic employee(s) shall include notice of the right of a hearing before the review committee that if the affected employee does not request such a hearing, from the president of the college within ten days after the effective date of separation from the payroll. Management will request a written determination from the employee as to whether he/she wishes to avail themselves of the right to a hearing. If after five additional days the academic employee fails to respond, this failure to request a hearing shall constitute acceptance of dismissal and waiver of any right to a hearing under the provisions of this negotiated agreement.

(2) In the event the president receives a request for a hearing, all parties shall be afforded an opportunity for a hearing after not less than twenty days' notice. The notice shall include:
(a) A statement of the time, place, and nature of the proceeding;
(b) A statement of the legal authority and jurisdiction under which the hearing is to be held;
(c) A reference to the particular rules of the colleges that are involved;
(d) A short and plain statement of the matters asserted.

(3) Prior to the time of the hearing, the board and the union shall request an impartial hearing officer from the public employment relations commission to sit as a non-voting member of the committee. It shall be his/her responsibility to:
(a) Make all rulings regarding the evidentiary and procedural issues presented during the course of the dismissal review committee hearings;
(b) Meet and confer with the members of the dismissal review committee and advise them in regard to procedural and evidentiary issues considered during the course of the committee's deliberations;
(c) Appoint a court reporter, who shall operate at the direction of the presiding officer and shall record all testimony, receive all documents and other evidence introduced during the course of [the] hearings, and record any other matters [related] [relating] to the hearing as directed by the presiding officer;
(d) Prepare the record if requested under subsection (6) herein.

(4) Opportunity shall be afforded all parties to respond and present evidence and argument on all [issues] [issued] involved, and to examine and cross-examine witnesses.

(5) Oral proceedings shall be transcribed, if necessary, for the purposes of rehearing or court reviews. A copy of the record or any part thereof shall be transcribed and furnished to any party to the hearing upon request therefor [thereof] and payment of the costs thereof.

(6) The record in a contested case shall include:
(a) All documents, motions, and intermediate rulings;
(b) Evidence received or considered;
(c) A statement of matters officially noticed;
(d) Questions and offers of proof, objections, and rulings thereon;
(e) Proposed findings and exceptions; and
(f) Any decision[s], opinion, or report by the officer or committee chairman presiding at the hearing.

(7) Findings of fact shall be based exclusively on the evidence and on matters officially noticed.

(8) The college or its authorized hearing officer or committee may:
(a) Administer oaths and affirmations, examine witnesses, and receive evidence. No person shall be compelled to divulge information which he/she could not be compelled to divulge in a court of common law;
(b) Issue subpoenas;
(c) Take or cause depositions to be taken pursuant to rules promulgated by the college. No person shall be compelled to divulge information which he/she could not be compelled to divulge by deposition in connection with a court proceeding;
(d) Regulate the course of the hearing;
(e) Hold conferences for the settlement or simplification of the issues by consent of the parties.

(9) Within twenty days following the review hearing, the review committee shall prepare recommendations on the action they propose be taken and submit such recommendations to the appointing authority. A copy of the recommendations shall be given to the academic employee involved and the president.

(10) The board shall meet within thirty days after receipt of the dismissal review committee recommendations to consider those recommendations. The academic employee affected by the review committee recommendations may request a hearing before the board within ten days after receipt of the said recommendations. If board action affects academic employees other than the academic employee against whom dismissal action was originally taken, those academic employees shall be guaranteed protection of the entire dismissal for cause hearing procedure provided for herein. Within thirty days after the hearing before the board, the appointing
Title 132W WAC
COMMUNITY COLLEGES—WENATCHEE VALLEY COLLEGE

Chapters
132W-116 Parking regulations.
132W-149 Human rights policy.

Chapter 132W-116 WAC
PARKING REGULATIONS

WAC
132W-116-010 Purpose for adopting rules.
132W-116-020 Vehicle registration and parking permits.
132W-116-050 Parking and traffic regulations.
132W-116-065 Parking violations and fines.

WAC 132W-116-010 Purpose for adopting rules. Pursuant to the authority granted under RCW 28B.50.140(10) and 28B.19.020(2), the board of trustees of Wenatchee Valley College is granted authority to make rules and regulations for pedestrian and vehicular traffic over property owned, operated, or maintained by the college district. The rules and regulations in this chapter are established for the following purposes:

(1) To protect and control pedestrian and vehicular traffic.
(2) To assure access at all times for emergency traffic.
(3) To minimize traffic disturbances during class hours.
(4) To facilitate the operation of the community college district and access to its facilities by the regulation of the use of on-campus parking areas. [Statutory Authority: RCW 28B.50.140. 82-01-080 (Order 81-98), § 132W-116-020, filed 12/21/81; 80-01-039 (Order 79-80), § 132W-116-020, filed 12/18/79; 78-12-049 (Order 78-72, Resolution 78-72), § 132W-116-010, filed 11/28/78; Order 72-11, § 132W-116-010, filed 7/26/72.]

WAC 132W-116-020 Vehicle registration and parking permits. (1) No person shall park or leave any vehicle, whether attended or unattended, in a designated parking area of Wenatchee Valley College, other than visitor parking, without a valid parking permit.
(2) Visitors must obtain a courtesy permit in order to park in the visitor area longer than the posted thirty minutes or in any other designated parking space for any length of time.
(3) Students and staff utilizing parking facilities at any time must register vehicles with the auxiliary services office at which time a parking permit must be obtained.
(4) Student parking fees are established without regard for the number of credits a student is carrying. Staff parking fees are based on fees designated in the faculty's negotiated agreement, except that a special fee may be established for restricted parking.
(5) Parking permits must be PERMANENTLY affixed to the rear right hand side of the vehicle on either the back window or the rear bumper. Permits for cycles should be affixed in a conspicuous location.
(6) Permits are NONTRANSFERABLE from vehicle to vehicle or from student to student. Permits for more than one vehicle are available for an additional fee.
(7) Vehicles displaying improperly affixed permits will be ticketed.
(8) Temporary permits, allowing a student or staff member to park a nonregistered vehicle, are available at any administrative office and are valid for one day's parking.
(9) The person to whom a permit is issued shall be held responsible for adherence to these rules and regulations.
(10) Wenatchee Valley College reserves the right to refuse issuance of a parking permit.

WAC 132W-116-050 Parking and traffic regulations. (1) Vehicles must be parked only in designated parking spaces, occupying not more than one space, and in such a manner as to not obstruct traffic.
(2) All vehicles are to be parkedヘADED IN to parking space.
(3) Areas adjacent to yellow curbs are no-parking zones.
(4) Registered vehicles may not be parked in areas reserved for visitors.
(5) Disabled, inoperative or abandoned vehicles may not be parked on campus for more than seventy-two hours.
(6) Cycles, motor bikes and scooters may park in designated parking spaces or in open spaces adjacent to parking spaces so long as they do not interfere with vehicular or pedestrian traffic and are not on lawns or sidewalks.
(7) No vehicle may be parked in a handicapped zone unless the vehicle displays a valid state of Washington disabled permit in addition to a college parking permit.
(8) The on-campus speed limit is 10 miles per hour.
(9) Pedestrians have the right of way at all times. [Statutory Authority: RCW 28B.50.140. 82-01-080 (Order 81-98), § 132W-116-050, filed 12/21/81; 80-