

XIII. HANDBOOK AMENDMENT POLICY

This Handbook shall be amended as required to reflect revisions/additions to policy and procedure affecting faculty at WKU, and for editorial purposes as defined below.

A. Substantive Handbook Revisions: Substantive revisions include the addition, deletion or revision of policy or procedure. The process for substantive revision is as follows:

1. A recommendation for revision is forwarded to the Senate Chair.
2. The recommendation shall be placed by the Senate Chair on the action agenda for the next meeting of the Senate Executive Committee.
3. The Senate Executive Committee reviews the recommendation and:
 - a. May agree by simple majority to include the recommendation on the action agenda for the next Senate meeting; or
 - b. May agree by simple majority to forward the recommendation to a standing committee or an ad hoc committee for additional review. Following this additional review which is to be completed in a time frame appropriate to the magnitude of the revision, the recommendation is returned to the Senate Executive Committee as in No. 3.
4. For each recommendation placed on the action agenda of the Senate, the Senate may vote to:
 - a. Approve and forward the recommendation to the Provost; or
 - b. Not approve the recommendation and may return same to the referring committee with questions, comments or revisions. If the Senate returns the recommendation to the referring committee, the revision process must be initiated again pursuant to step "A/1" hereinabove.
5. Upon written approval by the Provost, each policy or procedural revision/addition must be officially incorporated into the Handbook ~~within six (6) months of its effective date~~ by June 30 of the same academic year.
6. Unless otherwise specified in the policy, all new and revised policies become effective July 1 of the following academic year.

Comment [KLM1]: Should we specify "Academic Affairs policies"?

B. Editorial Handbook Revisions: Editorial revisions include updates to the organizational structure, web addresses and names/titles as well as other similar non-substantive changes and may occur at the recommendation of any WKU employee. The process for editorial revision is as follows:

1. A recommendation for editorial revision is forwarded to the Senate Chair.
2. The Senate Chair places the recommendation for editorial revision on the consent agenda for first meeting of the University Senate of the next academic year.
3. The Senate shall at its first meeting of each academic year review each recommendation on the consent agenda. For each recommendation reviewed, the Senate may:

- a. Approve the recommendation to be immediately incorporated into the “official” Handbook (hard copy and online version); or
 - b. Remove the recommendation from the consent agenda to the action agenda for discussion, and then:
 - i. Approve the recommendation to be immediately incorporated into the “official Handbook (hard copy and online version); or
 - ii. Disapprove the recommendation and return same to the referring person/committee with questions, comments or revisions. If the Senate returns the recommendation to the referring person/committee, the revision process must be initiated again pursuant to step “B/1” hereinabove.
4. The Senate will inform the Provost in writing of all editorial changes to the Handbook.