

Proposal to Amend WKU Faculty Handbook: Substantive Change

Substantive change is defined as addition, deletion, or revision of policy or procedure.

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1. Type of Change:

☐ Addition: Where possible, identify the section of the handbook to which addition is proposed:

☐ Deletion: Identify the section of the handbook from which deletion is proposed:

☒ Revision: Identify the section of the handbook to which revision is proposed:

IV, section 3, a., paragraph 4

2. Proposals should be made in the form of text intended as an addition to or a replacement of, in whole or in part, some current section of the Faculty Handbook .

Modify IV, sec. 3, a., paragraph 4 from original dates to amended dates and language for review of continuance. Original language appears below with proposed amended dates and language in bold; deleted in strikethrough:

The department head's evaluation and recommendation will be submitted to the college dean no later than September 10 **[amend to September 15]**. ~~In case of a negative recommendation,~~ The department head will inform the faculty member **of the recommendation** in writing. The dean's response and recommendation shall be submitted to the Provost no later than September 20 **[amend to September 30]**. In case of a negative recommendation, the dean will notify the faculty member **of the recommendation in writing**. The Provost will submit any negative recommendation to the President and to the faculty member by September 25 **[amend to October 10]**. The President will notify the faculty member of any decision for non-continuation on or before October 1 **[amend to October 20]**.

3. Rationale for amendment: The proposed amendments shift the dates as requested by the Provost to alleviate bottlenecks and undue burden of meeting the stated deadlines both at the dean and provost levels of review. Since the President reviews only non-continuance recommendations, the Committee believes that the shorter time frame is still appropriate at the final level of review; furthermore, it is still within a reasonable window for informing candidates for continuance in a timely fashion.

For Senate Use only

- SEC meeting date: _
- SEC action:
- Handbook Committee notification of submission ☐
- Standing Committee action (if applicable):
- Senate meeting date (if applicable):
- Senate action (if applicable):
- Provost action (if applicable):
- Handbook Committee Action (if applicable):