

From: Kelly Madole, Handbook Committee Chair  
To: Mac McKerral, Senate Chair  
Re: Non-Substantive Changes to the Faculty Handbook, 18<sup>th</sup> Ed.  
Date: April 1, 2013

The Handbook Committee recommends the following substantive revisions to the WKU Faculty Handbook, 18<sup>th</sup> Edition:

1. 2013-001 Tenure at appointment
2. 2013-002 Faculty Appointments
3. 2013-003 Faculty Appointments
4. 2013-004 Promotion

## **Proposal to Amend WKU Faculty Handbook: Substantive Change**

### **2013-001 Tenure at Appointment**

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

Contact Name: Kelly Madole

Date Submitted: 11/29/12

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Contact Phone number: 56475

#### 1. Type of Change:

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

IV.B.3.

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

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

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.

Current wording of section IV.B.3.b:

The procedures to be followed in tenure recommendations are:

Change IV.B.3.b to read:

**For faculty hired with a probationary period**, the procedures to be followed in tenure recommendations are:

Add a section IV.B.3.c that reads:

**For faculty who may be granted tenure at appointment, the procedures to be followed in tenure recommendations are identical to those described in IV.B.3.b.iv – IV.B.3.b.vi except that the review will occur at the time of appointment, with a decision by the Board at its first meeting after the recommendation by the President.**

#### 3. Rationale for amendment:

Establish procedures for granting tenure at appointment.

## Proposal to Amend WKU Faculty Handbook: Substantive Change

### 2013-002 Faculty Appointments

*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:

#### II.A.1

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.

The faculty search process provides that the Chair of the Search Committee (after consultation with the Search Committee) will forward the strengths and weaknesses of each **interviewed** candidate for a faculty position to the Department Head, without selecting, ranking, or recommending any single candidate. The Department Head is authorized to forward a recommendation for appointment through administrative channels in accordance with the University's policies and procedures. The University President is authorized to ~~extend~~ **recommend to the Board of Regents** good faith offers of employment to prospective employees ~~contingent upon subsequent approval by~~

Unless otherwise specifically stated in writing, new faculty members ~~receive temporary probationary appointments for the duration of one academic year~~ **are appointed with a probationary period leading to tenure. During the probationary period they receive continuance reviews as per section IV.** Full-time, tenure track faculty hold the academic rank of assistant professor, associate professor, or professor and teach a full course load as stipulated by the University, or ~~has~~ **have** an academic assignment **that is** more than fifty percent (50%) within an academic department or program.

#### 3. Rationale for amendment:

Clarification and wording.

## **Proposal to Amend WKU Faculty Handbook: Substantive Change**

### **2013-003 Faculty Appointments**

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

Contact Name: Kelly Madole

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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:

#### II.A.2

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 .

#### **2. Faculty Members Appointed to Positions Requiring Doctoral Degree**

Delete the following paragraph in Section II.A.2:

Faculty members appointed to tenure-track positions requiring a doctoral degree and who hold a probationary term of appointment may be granted an extension of the maximum probationary period with no resulting change in employment obligations according to University policy. For more on extension of the probationary term, see [academic policy 1.1240](#)

#### 3. Rationale for amendment:

Paragraph is not relevant to this section. Same language appears in Section IV.B.3 where it is more appropriate.

## **Proposal to Amend WKU Faculty Handbook: Substantive Change**

### **2013-004 Promotion decisions**

*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:

#### **III.A.**

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.

Current wording: University policy requires the following for promotion at every rank: sustained achievement appropriate for this rank in teaching effectiveness, research/creative activity, and University/public service.

Sustained achievement will be considered only as it is relevant to the individual's area of professional competence. Further, only contributions since the last promotion will be considered for the next promotion. It is the responsibility of the candidate seeking promotion to provide promotion committees with the appropriate evidence on which to base a decision.

Suggested revision: Promotion decisions at every rank are based on sustained achievement appropriate for that rank in the areas of teaching effectiveness, research/creative activity, and University/public service. Sustained achievement in the candidate's entire body of work is considered, but only as it is relevant to the individual's area of professional competence. Further, an emphasis is placed on contributions since the last set of successful promotion materials were submitted for consideration. It is the responsibility of the candidate seeking promotion to provide promotion committees with the appropriate evidence on which to base a decision.

#### **3. Rationale for amendment:**

Allow consideration of candidate's entire body of work while still emphasizing recent work. Eliminate questions about contributions that occur in the "dead time" from submission of portfolio to promotion decision.