

Proposal to Amend WKU Faculty Handbook: Substantive Change

2014-03 Handbook Use and Amendment

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:

XIII.

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

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

XIII.

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.

Change title of this section to:

Handbook Use and Amendment

Add a section:

Definitions

Dates: If any date referenced in this handbook falls on a weekend/holiday, then the **next** working date becomes the effective date.

3. Rationale for amendment:

Clarity of dates and provide a section for terms that need definition