

**Proposal to Amend WKU Faculty Handbook: Substantive Change  
2014-04 Promotion Committee**

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

Contact Name: Gordon Emslie

Date Submitted: 3/22/14

Contact Email address: gordon.emslie@wku.edu

Contact Phone number: -7452297

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.E.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.

III.E.2 Promotion Committee

a. Promotion to Associate Professor

If there are candidates for promotion to the rank of Associate Professor, the academic department establishes a Promotion Committee consisting of all tenured members of the department with rank higher than that of the candidate, excluding those ineligible to serve (see Section III.E.2.c below).

b. Promotion to Professor

If there are candidates for promotion to the rank of Professor, the department establishes a Promotion Committee composed only of tenured Professors, excluding those ineligible to serve (see Section III.E.2.c below).

All promotion committees considering applications for the rank of Professor must have at least five (5) members. For departments with fewer than five tenured Professors, the dean will add tenured Professors from other departments to bring the membership to five. These additional members need not be the same for each candidate for promotion.

The dean, in consultation with the department head, will develop a list of tenured Professors eligible to serve, the number of which shall be two (2) more than the number of additional members necessary to bring the Promotion Committee membership to five. Unless necessitated by an insufficient number of individuals with the rank of Professor within the candidate's college, no more than two individuals on this list may be from a department outside the candidate's college. The candidate may eliminate one name, and the dean makes the final appointments from the remaining names in order to bring the committee membership to five.

In selecting individuals to bring the committee membership to five, the dean must consider those with the best fit for the specific candidate in order to enhance the promotion process.

Each Promotion Committee elects a chair. The department head serves as an ex-officio, non-voting member of each committee, except in cases where the department head is a candidate for promotion.

### III.E.2.c Individuals Not Eligible to Serve on Promotion Committees

A candidate's spouse/domestic partner or significant other is explicitly excluded from service on the promotion committee.

No individual who serves as the head of another department within the candidate's college may serve on a promotion committee for such a candidate.

Any university official with a subsequent role in the promotion process (the dean of that college, the provost, the president), and any individual with an executive/administrative appointment who reports directly to one of those individuals, is excluded from service on a promotion committee.

3. Rationale for amendment: For consistency and clarity in appointments to tenure track positions.
  1. Several faculty members have expressed their belief that promotion committees for the rank of Professor should only include faculty members who already hold that rank, even if that means adding faculty members from other departments to the committee. This proposed amendment would maintain the basic structure of the current promotion committee while allowing only Professors to serve on a committee considering an application for the rank of Professor. Reducing the minimum number of committee members from six to five increases the probability that a committee can be composed entirely within the candidate's department, and increases the proportional representation from within the candidate's department in cases where there is an insufficient number of tenured Professors in the candidate's department.
  2. The proposed amendment also drops the requirement of six members for committees considering promotion to the rank of Associate Professor. Instead, it simply stipulates that all tenured faculty members at the Associate Professor and Professor ranks will compose the Promotion Committee. This establishes the membership of the Promotion Committee to be the same as the committee that conducts continuance and tenure reviews.
  3. The amendment also stipulates that some individuals are not eligible for service on department promotion committee because they play a role at other stages in the process, or because they report to individuals with such a role. This provision eliminates possible conflict of interest situations.
  4. While the sentence "A candidate's spouse/domestic partner or significant other is explicitly excluded from service on the promotion committee" has been retained, it is expected that this wording will change, consistent with the incorporation of more comprehensive "conflict of interest" language throughout the Faculty Handbook.