

Proposal to Amend WKU Faculty Handbook

2014-06 Confidentiality of continuance, promotion and tenure proceedings *Substantive change is defined as addition, deletion, or revision of policy or procedure.*

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1. Type of Change:

Editorial OR Substantive

Editorial revisions include updates to the organizational structure, web addresses and names/titles, as well as other similar non-substantive changes. Substantive change is defined as addition, deletion, or revision of policy or procedure.

Addition: Where possible, identify the section of the handbook to which addition is proposed:
Section III.E.1, IV.B.3.a. and IV.B.3.b.iii.

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.

Add to sections Section III.E.3, IV.B.3.a. and IV.B.3.b.iv:

The contents of any accompanying materials — for example a letter of appointment and workload assignments — used in the committee's deliberations and of all materials accompanying its recommendation shall remain strictly confidential, except as they are conveyed to members of the faculty and administration whose duties require knowledge of the information.

Revise section IV.B.3.a.:

Tenured faculty members who are unable to participate in person or via electronic means in the meeting must notify the department head in advance and may submit a sealed envelope with comments for each person under review, which will be shared with the department chair and with committee. Anyone participating in the meeting from a remote location must ensure the confidentiality of the meeting. "Absentee ballots can be cast. However, committee members intending to submit absentee ballots must notify the department chair in advance. And the department chair must establish a deadline prior to the committee meeting for submitting absentee ballots. Those ballots must remain sealed until the committee chair tallies ballots.

3. Rationale for amendment:

Faculty members must be free to openly voice concerns about candidates for continuance, promotion, and tenure. Confidentiality of proceedings helps to ensure free deliberation.