

Report of the Faculty Handbook Committee  
Western Kentucky University

Chair, Margaret Crowder

Vice Chair, Les Pesterfield

Additional members: Dawn Bolton, Dana Bradley, Eve Main, Yvonne Petkus, Janet Tassell

Date: November 12, 2015

The Faculty Handbook Committee met at 4pm on 11/12/15 in MMTH 235.

Present: Crowder, Main, Pesterfield, Petkus, Tassell, (Non-voting: McKerrall – transitional advisory role, first part of meeting)

Informational

Old business:

- Development of section(s) pertaining to Pedagogical Faculty
  - o See Policy 1.1990 for reference
  - o Handbook will work on this item over the course of this term and hopes to have revisions to submit in the spring
- Continuance Documentation Flow revision (renamed document as 01-2016)
  - o This item was passed by Handbook last term, was reworded by Faculty Welfare, and did not end up before Senate
  - o Faculty Handbook considered the original wording from Handbook from last term and the reworded version from Welfare, and unanimously passed the attached revision. A formatting change was made to the Handbook submission from last term and the committee voted unanimously to send to SEC.
  - o See attached substantive change document
- Consideration of removal of items from the Handbook that may be better placed in a separate “informational” document for faculty (such as WKU store links, etc.)
  - o Handbook members will scan the document for anything that might fit this description and will consider them at a future meeting
- Committee unanimously approved that clean, “editable” copies (Word document) of the newest edition of the Faculty Handbook should be held by and accessible to the Faculty Handbook Chair (access to be passed to the new chair); the Senate Chair (access to be passed to the new chair); and the Faculty Ombudsperson. The committee decided to have a password-protected file created within the University Shared drive. The three individuals named above would have password access to the file that would contain an editable copy. All other copies of the Handbook will be pdf versions. Pdf versions are available online, and uploaded to the Senate website by Jessica Steenbergen in the Provost’s office.

New business:

- Les Pesterfield was nominated for, and subsequently elected through a unanimous vote to be the Vice Chair of Faculty Handbook. Pesterfield accepted the nomination and position.

**Action item for consideration by the University Senate:**

The Faculty Handbook submits for further approval the attached Substantive Change form:

- 01-2016 Continuance Documentation Flow.

Respectfully submitted,  
Margaret Crowder