

Proposal to Amend WKU Faculty Handbook: Substantive Change

XX-2015 Provost/President Recommendation

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.F.4; IV.B.3.b.vii and IV.C 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.

III.F.4. Provost/President Recommendation/Board Approval: The Provost will make recommendations to the President by February 1. The Provost will inform the candidate of the recommendation by February 1 and the President will do likewise by March 1.

IV.B.3.b.vii. The Provost will make a written recommendation to the President by February 1 and will forward the recommendations of the department's Tenure Committee, the Department Head, and the Dean. The Provost will inform the candidate of the recommendation by February 1 and the President will do likewise by March 1.

IV.C.1. Non-Continuance or Negative Tenure Recommendations: If a recommendation is made for non-continuance of a probationary faculty member or for denial of tenure for a faculty member upon completion of the probationary period, the President shall provide the affected faculty member official written notice of the recommendation:

- By **March 1** of the first year of appointment;
- By **October 15** of the second year of appointment and thereafter (per section IV.B.3.a.);
- By **February 15** of the faculty member's tenure review year (per section IV.B.3.b.).

3. Rationale for amendments:

To avoid confusion over timeline for when the Provost submits recommendation with respect to promotion and tenure. Proposed wording clarifies that the Provost submits his recommendation to the President, Dean, Dept. Head and affected Faculty Member by February 1st and then the President does likewise with his recommendation by March 1st.

Section IV.C.1, I recommend that the February 15 date be changed to March 1 to be consistent with Sections III.F.4. and IV.B.3.b.vii.