

**Proposal to Amend WKU Faculty Handbook: Substantive Change  
2014-07 Instructor Ranks**

*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:

Section III.B.3 Instructor and Section III.G. Procedures for Recommending Promotion for Instructors.

Note: In section III.G.3, "Recommendations," the language regarding guidelines for 2015-2016 candidates would only apply for one year to give units time to develop departmental guidelines.

■ 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.

**See attachment**

3. Rationale for amendment:

Instructor ranks are common in many disciplines and fields in arts and letters, sciences, and education. Historically, faculty appointments with instructor rank have been used to fill special teaching assignments associated with departmental and university needs. An instructor rank is a continuing, non-tenure track faculty member whose primary responsibilities are related to teaching and service. Instructors typically have primary responsibility for providing instruction in both didactic and laboratory settings, may supervise students, and/or coordinate student engagement activities. This inclusion of instructor ranks provides instructors with an opportunity for promotion and advancement.

Attachment:

III.B. 3. Instructor Ranks

Instructor ranks are designed for faculty in ongoing, non-tenure eligible faculty positions whose primary responsibility is teaching, but who may also have secondary responsibilities. In some instances, a senior instructor may substitute an expectation of research or creativity for some service.

a. Senior Instructor

- i. Academic qualifications: master's degree or baccalaureate degree with additional professional qualifications per Policy 1.111.
  - ii. Experience: minimum of eight years' service at the rank of Instructor II or equivalent. For individuals holding an appropriate terminal degree, this is reduced to a minimum of six years of service at the rank of Instructor II or equivalent.
  - iii. Demonstrated achievement appropriate for this rank in teaching effectiveness and university/public service. Emphasis is placed upon effective teaching and student engagement.
- b. Instructor II
- i. Academic qualifications: master's degree or baccalaureate degree with additional professional qualifications per Policy 1.1111.
  - ii. Experience: for individuals with an appropriate terminal degree, a minimum of six years of service at the rank of Instructor I or equivalent. For others, the following table applies:

For Promotion effective:	Minimum number of academic years during which service was performed at rank of Instructor I (or equivalent)
AY 2016-17	12 years
AY 2017-18	10 years
AY 2018-19	8 years
AY 2019-20 and beyond	6 years

- iii. Demonstrated achievement appropriate for this rank in teaching effectiveness and university/public service. Emphasis is placed upon effective teaching and student engagement.
- C. Instructor I

- 1. Academic Qualifications: master's degree or baccalaureate degree with additional professional qualifications per Policy 1.1111.

Faculty members in instructor positions are evaluated annually by the Department Head. The evaluation will include an assessment of the individual's involvement in educational programs, teaching effectiveness, student engagement, and (as appropriate) service contributions.

### III. G. Procedures for Recommending Promotion for Instructors

- 1. Notice of Upcoming Promotion Review:

An instructor with the minimum level of experience may apply for promotion by submitting all relevant evaluation materials for consideration by October 1. No additional documents may be added or removed from these materials except the addition of recommendation letters.

- 2. Promotion Committee

If there are candidates for promotion within the instructor ranks, the academic department head establishes a Promotion Committee composed of at least five (5) faculty members. Two (2) members of the Promotion Committee shall be tenured faculty members in the department and three (3) faculty members shall hold an instructor rank higher than the candidate. For departments with fewer than three faculty members with instructor rank higher than the candidate, a sufficient number of instructors higher than the candidate will be added by the dean from within the college (or, if necessary, university) to bring the number of instructors on the Promotion Committee equal to three (3). In selecting the balance of the tenured and instructor faculty, the dean must consider the relationships among faculty to avoid an appearance of impropriety in the promotion process. If formation of a committee according to these procedures is impossible, the dean shall request a variance from the Provost.

The committee elects a chair. The department head serves as an ex-officio, non-voting member of the committee. Any individual with a conflict of interest is excluded from service on the promotion committee. Committee members who are themselves candidates for promotion are not permitted to be present during deliberations on their rank.

### 3. Recommendations

The Promotion Committee reviews all evaluation materials. **During deliberations for candidates being considered during the 2015-2016 academic year, the Promotion Committee may use guidelines for promotion to associate professor established in the areas of teaching and service.** The Promotion Committee votes on the candidate and provides a written recommendation to the department head. This recommendation must include the actual vote count for promotion and may also provide additional information deemed relevant to the committee's decision. The chair of the Promotion Committee will inform the candidate of its recommendation and the numerical vote.

The department head reviews all relevant evaluation materials and produces a written recommendation by November 1. The department head's recommendation, Promotion Committee's recommendation, and all evaluation materials are forwarded to the college dean. The candidate is informed by the department head of the recommendation and associated rationale at a meeting within one week of the submission of the department head's recommendation to the dean.

The dean makes a decision (subject to approval by the Board of Regents) by December 1 and informs the candidate and the department head.

If a candidate's application for promotion is not successful, she/he may appeal to the Provost. The Provost will review all materials submitted by the candidate and the recommendation/decision letters and will render a final decision.

If the candidate believes that the decision by the dean or the Provost was arbitrary or capricious, violated standards of academic freedom, or was based on considerations that violate protected rights or interests (e.g., consideration of race, sex, national origin, exercise of free speech, association, etc.), a complaint may be filed as described in Section V of the *Faculty Handbook*. The faculty member also has the option to file a formal grievance, after all reviews and appeals have been exhausted, in accordance with the procedures outlined in the *Faculty Handbook*.