

## **Proposal to Amend WKU Faculty Handbook: Substantive Change**

### **08-2017 Guidelines for tenure-eligible faculty**

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

Contact Name: Patricia Minter

Date Submitted: 3/1/2017

Contact Email address: patricia.minter@wku.edu

Contact Phone number: 5-5098

#### 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., D; IV., B., 2; IV., B., 3, b. 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.

Current Language, p. 24:

#### **III.D. Criteria for Promotion Recommendations: (Tenure Eligible Ranks Only)**

**III.D.1. General:** Promotion decisions at WKU are made at six levels: recommendations from the department/division peer review (which may include internal and/or external letters of recommendation), the department head, the academic dean, the Provost, the President, and approval by the Board of Regents.

Review at all levels will apply the standards for promotion set by the University. The academic deans will establish and preserve for the various disciplines levels of achievement that equalize the rigor with which candidates from different departments/divisions are judged. The standards developed by each academic department/division must be in compliance with the standards stated here and should serve to state explicitly the requirements for promotion within a specific department/division.

Revised Language, p. 24:

#### **III.D. Criteria for Promotion Recommendations: (Tenure Eligible Ranks Only)**

**III.D.1. General:** Promotion decisions at WKU are made at six levels: recommendations from the department/division peer review (which may include internal and/or external letters of recommendation), the department head, the academic dean, the Provost, the President, and approval by the Board of Regents.

Review at all levels will apply the standards for promotion set by the University. The academic deans will establish and preserve for the various disciplines levels of achievement that equalize the rigor with which candidates from different departments/divisions are judged. The standards developed by each academic department/division must be in compliance with the standards stated here and should serve to state explicitly the requirements for promotion within a specific department/division. As standards for promotion change, faculty seeking promotion to Associate Professor shall be entitled (although not required) to follow University, College, and Departmental standards at the time of hire.

Current Language, p. 33:

IV.B.2. Notice to New Faculty: New faculty members will be given information about the tenure review process and grievance appeal process at the beginning of the first year of employment at WKU. These processes are described at the University level in the Handbook, and in the guidelines for tenure and promotion issued by the faculty member's department.

Revised Language, p. 33:

IV.B.2. Notice to New Faculty: New faculty members will be given information about the tenure review process and grievance appeal process at the beginning of the first year of employment at WKU. These processes are described at the University level in the Faculty Handbook, and in the guidelines for tenure issued by the faculty member's department. The edition of the Faculty Handbook and the version of the College and Departmental guidelines at time of hire shall be included in the faculty's permanent file in Academic Affairs. Faculty have the option to be reviewed for tenure under the standards in place at the time of hire or the standards in place at the time of tenure review.

Current Language, p. 35:

iii. Faculty members being considered will be responsible for providing the tenured faculty by October 1 with all materials that they wish to be considered in the tenure decision. After the candidate submits all relevant evaluation materials for consideration by the October 1 deadline, nothing may be added or removed from these materials except the addition of recommendation letters.

Revised Language, p. 35:

iii. Faculty members being considered will be responsible for providing the tenured faculty by October 1 with all materials that they wish to be considered in the tenure decision. Faculty must notify the department head in writing, upon submission of materials for consideration, if they are opting to be reviewed under the guidelines in place at the time of hire. After the candidate submits all relevant evaluation materials for consideration by the October 1 deadline, nothing may be added or removed from these materials except the addition of recommendation letters.

### 3. Rationale for amendments:

At the request of the Faculty Welfare Committee for clarification of the procedures and process, the proposed amendments indicate that tenure-eligible faculty members and faculty members up for promotion to Associate Professor may clarify which departmental and college guidelines will govern their tenure and/or promotion decisions. This applies in departments and colleges in which the guidelines are revised after the hiring of but before the tenure decision for a tenure-eligible faculty member.