

## Report of the Faculty Handbook Committee

Western Kentucky University

Chair, Margaret Crowder

Committee members: Dawn Bolton, Patti Minter, Ron Mitchell, Lora Moore, Les Pesterfield, Janet Tassell

Date: January 30<sup>th</sup> 3-4:30pm, EST 402

Present: Crowder, Minter, Mitchell, Moore, Pesterfield, Tassell

### **Information Items**

Old business:

1. Continuance Documentation Flow [IV.B.3.a.] 01a-2016; item from last term
  - a. New proposed timeline distributed and discussed
  - b. Reword one bulleted item in evaluation materials
    - i. “Candidate may request committee memo through employment records.”
  - c. Somewhere in handbook (not on this item specifically), need for addition of phrasing, “If any due date falls on a weekend or university holiday, then the due date will be moved to the next business day.”
    - i. Will discuss specific placement of this phrase in a future meeting
  - d. Committee approves new dates and revisions (to be put into the proposal from and circulated to the committee via email; based on email comments, item will be discussed again to clarify language at next meeting)
2. Proposal for Substantive Change XII.B. Salary and Paychecks
  - a. Dr. Miller not able to attend; committee tables until next meeting
3. Clarification on SEC motion regarding clarification of process on population Continuance, Tenure, and Promotion Committee and Grievance committee
  - a. Discussion regarding “lot”
  - b. Rewording to say “...chosen by lot by the University Senate Chair during a meeting of the Senate Executive Committee” to clarify the process
  - c. Post-meeting: formal proposal form sent to committee and approved by majority vote
4. Motion from Senate regarding T&P document versions for consideration on faculty applications for T&P
  - a. Lengthy discussion regarding how long “grandfathered” version would apply
  - b. Handbook Committee requests more information from the proposing senator
5. Graduate Council proposed revision to policy; parallels proposed changes to Handbook
  - a. Tabled until the Handbook Committee has the official proposal form for substantive change
6. Proposal regarding “tenure-eligible” in place of “tenure-track” language in the Handbook.
  - a. Approved by the Handbook Committee

New Business:

7. Proposal regarding Transitional Retirement Program IX.H.
  - a. This change (one word?) would appear to be an oversight from last term's revision
  - b. Handbook Committee approves the revision

**Action Items**

FH committee submits the following items for approval:

1. 05-2017 Faculty Transitional Retirement Program
2. 06-2017 Tenure Eligible vs Tenure Track
3. 07-2017 Process for Committee Selection

Respectfully submitted,  
Margaret Crowder