

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: November 2nd; 3:30pm; EST 402

Present: Crowder, Minter, Mitchell, Moore, Pesterfield

Information Items

Discussions and outcomes pertaining to the items listed below:

Continuance Documentation Flow [IV.B.3.a.] 01a-2016; item from last term that was approved at Senate by a narrow margin but did not receive Provost final approval

- FH committee requests information from the Provost, if possible, regarding the brief statements each Department was asked to create on how faculty reports/committee statements will be routed for this academic year (per a Provost memo to CAD dated 8/1/16)
 - o Either an overview of trends or a compilation of each statement (preferred) is requested for the committee to find ways to progress on this item.
- STATUS: Awaiting more information

Salary and Paychecks [IX.H.] new item; proposed by Richard Miller

- FH committee requests additional information from Dr. Miller regarding possible payroll policy that aligns with proposal, equivalent wording that applies to staff and/or administrators, and a possibility of wording to refer to how the salary will be prorated. FH committee also requests additional information pertaining to Board of Regents Agenda and Action as pertain to this and other proposals (this proposal and ones below contain a statement “please also see copy [of these items] attached”)
- STATUS: Awaiting more information

Procedures for Recommending Promotion [III.E.2.] new item; proposed by Provost Lee

- FH committee recommends changes to the wording to conform to procedures for section IV.B.3. Changed proposal to be sent back to the Provost. Subsequent to Provost agreement with the change, FH committee approves to be forwarded to SEC.
- STATUS: Awaiting response on suggested changes

Procedures for Recommending Promotion and Tenure (Instructors) [III.G.3.] new item; proposed by Provost Lee

- FH committee requests clarification from the Provost regarding current followed timeline, and asks that deadlines for any submission or materials or responses should not fall during the holiday break between fall and spring semesters.
- STATUS: Awaiting more information, response on suggested changes

Procedures Recommendation Deadlines (Tenure Track) [III.G.3.] new item; proposed by Provost Lee

- FH committee supports the proposal, but would like to see both this and the similar item on Instructors from III.G.3. (previous) to come through together.
- STATUS: Tabled by FH committee until such a time as the similar item can go through in parallel.

Instructor Ranks [III.B.3.] new item; proposed by Provost Lee

- FH committee supports the proposal, but would like to see this item go through with the previous item on instructors from III.G.3.
- STATUS: Tabled by FH committee until such a time as the related item can go through in parallel.

Concern raised by a faculty member regarding Instructor promotion guidelines and the FH requirement of university/public service, when some programs do not require service.

- FH committee requests that the concerned faculty member write up a proposal to amend the FH with proposed wording to address the issue
- STATUS: awaiting official proposal

SEC motion request from last term for the FH committee to “review language related to populating the Continuance, Tenure and Promotion Committee and the Grievance Committee and suggest edits to clarify the process.”

- FH committee requests additional information and clarification from SEC
- STATUS: awaiting more information

Action Items

No action items to report at this time.

Respectfully submitted,
Margaret Crowder