

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: April 10<sup>th</sup>, 3-4:30pm, EST 402

Present: Crowder, Minter, Mitchell, Pesterfield, (David Lee and Richard Miller)

### **Information Items**

Old business:

1. Guidelines for tenure-eligible faculty: 08-2017
  - a. Item returned to committee from SEC
  - b. Discussion on proposed revisions and concerns from SEC
    - i. Phrase “at time of hire” changes to “on the employment starting date as indicated in the formal letter of appointment.”
    - ii. Phrase “shall be entitled (although not required to)” and “have the option to” both change to “shall.”
    - iii. Change on p. 35 for section IV is no longer necessary; section removed.
  - c. Committee approved new revision, now 08a-2017
2. Next business day language addition: 13-2017
  - a. “If any due dates fall on a weekend or university holiday, then the due date will be moved to the next business day.”
  - b. Discussion for placement of new language.
    - i. In any section where specific dates are mentioned, the opening paragraph should include this phrase.
  - c. Committee approves these additions for all relevant sections.

New Business:

3. Amending Instructor level Promotion Criteria: 12-2017
  - a. Discussion
  - b. Committee approves proposal to amend

Post-meeting (via email):

4. Continuance Documentation Flow: 10-2017
  - a. Item was revised with a friendly amendment at SEC: “employment records” changed to “the office of the Provost.” (This was informational at the 4/10 meeting.)
  - b. Post-meeting: concerns were expressed about the timeline. Proposed revisions addressing those concerns, should they arise at Senate, were sent to the committee via email for approval in case friendly amendments should be necessary. Committee, through email vote, approves subsequent revisions to accept as either friendly amendments at the next Senate meeting or to submit for the May cycle.
  - c. Post-Senate: via new email, Handbook Committee approves new item 10a-2017 to go forward to SEC.

- d. Item now resubmitted to May SEC as 10a-2017 Continuance Documentation Flow via unanimous committee approval by email vote.

**Action Items**

FH committee submits the following items for approval:

1. 08a-2017 Guidelines for tenure-eligible faculty
2. 10a-2017 Continuance documentation flow
3. 12-2017 Amending instructor level promotion criteria
4. 13-2017 Next business day language addition

Respectfully submitted,  
Margaret Crowder