

# Proposal to Amend WKU Faculty Handbook: Substantive Change

## 01-2017 Procedures for Recommending Promotion [III.E]

*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:
- 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.E.2.

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 wording:

#### **Section in the 22<sup>nd</sup> edition of the Faculty Handbook (current edition):**

##### **III.E.2 Promotion Committee**

Each Promotion Committee elects a chair. The department head serves as an ex-officio, nonvoting member of each committee, except in cases where the department head is a candidate for promotion.

### Proposed wording:

##### **III.E.2 Promotion Committee**

Each Promotion Committee elects a chair. The department head serves as an ex-officio, nonvoting member of each committee, except in cases where the department head is a candidate for promotion.

*Tenured faculty members who are unable to participate in person or via electronic means in the meeting must notify the department head in advance and may submit a sealed envelope with comments for each person under review, which will be shared with the department chair and with committee. Anyone participating in the meeting from a remote location must ensure the confidentiality of the meeting.*

*Absentee ballots can be cast. However, committee members intending to submit absentee ballots must notify the department head in advance. And the department head must establish a deadline prior to the committee meeting for submitting absentee ballots. Those ballots must remain sealed until the committee chair tallies ballots.*

3. Rationale for amendment: To clarify that remote participation and absentee ballot submission works the same for promotion consideration as it does for tenure in accordance with IV.B.3.

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