

## Proposal to Amend WKU Faculty Handbook: Substantive Change

### 13-2017 Next business day language addition

*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, IV, X

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:

[There is not current wording addressing this issue. Change is adding the sentence “If any due dates fall on a weekend or university holiday, then the due date will be moved to the next business day.” to various sections where specific due dates are listed. Addition is placed at the end of Introduction paragraph in III. and IV. There is no introduction for section X, so the sentence will be added prior to X.A.]

#### Proposed wording:

III.A. Introduction;

IV.A. Introduction;

X.

(...)

If any due dates fall on a weekend or university holiday, then the due date will be moved to the next business day.

#### 3. Rationale for amendment:

Clarifies that due dates for items in those sections will be for “next business day” if the specified date falls on a weekend or university holiday.