

**Proposal to Amend WKU Faculty Handbook: Substantive Change**  
**11-2019 IV.B.2. Notice to New Faculty**

*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: IV.B.2 p. 34

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:

**IV.B.2. Notice to New Faculty:** New faculty members will be given information about the tenure review process and grievance appeal process at the beginning of the first year of employment at WKU. These processes are described at the University level in the Faculty Handbook, and in the guidelines for tenure issued by the faculty member's department. The edition of the Faculty Handbook and the version of the College and Departmental guidelines on the employment starting date as indicated in the formal letter of appointment shall be included in the faculty's permanent file in Academic Affairs. Faculty shall be reviewed for tenure under the standards in place on the employment starting date as indicated in the formal letter of appointment.

Proposed wording:

**IV.B.2. Notice to New Faculty:** New faculty members will be given information about the tenure review process and grievance appeal process at the beginning of the first year of employment at WKU. These processes are described at the University level in the Faculty Handbook, and in the guidelines for tenure issued by the faculty member's department. The edition of the Faculty Handbook and the version of the College and Departmental guidelines ~~on the employment starting date as~~ indicated in the formal letter of appointment shall be included in the faculty's permanent file in Academic Affairs. Faculty shall be reviewed for tenure under the standards in place ~~on the employment starting date as~~ indicated in the formal letter of appointment.

3. Rationale for amendment: WKU typically hires faculty for the Fall semester well before the new edition of the Faculty Handbook is released. It is also unclear until late summer whether or not a new edition will be released. Therefore, it is impossible to list the edition of the Faculty Handbook as of the employment start date. Likewise, we operate under the assumption that just as is the case with policies, the current edition of the Faculty Handbook is the guideline in which we are following.

### Sample Tenure-eligible Faculty Appointment Letter

Dear Dr. \_\_\_\_\_:

Upon recommendation of the [head of the academic department], and with the concurrence of the Provost and Vice President for Academic Affairs, I am pleased to offer you, subject to formal approval by the Western Kentucky University Board of Regents, a tenure-eligible position at the rank of Assistant Professor in [academic department].

The university is committed to supporting you in fulfilling your responsibilities and in building your career. In that spirit, WKU makes several sources of funding and other resources available to you. You will find information about internal grants from the university here: [WKU Sponsored Programs](#).

Please indicate your acceptance of this offer by signing the attached document, **Terms and Conditions of Employment and Acceptance of Agreement**, and returning it to me by [date here]. A scanned pdf copy of the signed letter is acceptable. Please email it to [e-mail here].

I am delighted that you will be joining us at WKU. Please feel free to contact me with any questions or concerns you may have.

Sincerely,

Dean

cc: Provost and Vice President for Academic Affairs  
Director, Department of Human Resources  
Head, Academic Department

### Terms and Conditions of Employment and Acceptance of Agreement

#### Salary and Benefits:

This is a full-time, nine-month position, with a starting salary of [salary here] and which officially begins August 15, 2019. You will be paid in twelve equal monthly increments on the last working day of the month beginning August 31, 2019. Because salary payments for faculty are customarily distributed over a twelve month period, your first check will include two-twelfths of your annual salary (i.e., July and August). Compensation for any summer and/or winter term session will be paid as a separate stipend. Your benefits, as described by the WKU Department of Human Resources ([WKU Human Resources](#)), are effective

September 1, 2019. Enrollment in all benefit programs will be coordinated by the Department of Human Resources during new employee orientation.

The College of [name here] will provide you with a professional development account of [amount here] to be used to support and develop your research. [Information concerning how PD funds will be distributed, etc].

Tenure Responsibilities and Promotion Opportunities:

This is a full-time, tenure-eligible appointment that carries with it significant professional responsibilities. You will be expected to adhere to the University's policies concerning promotion, teaching load, service on committees, advising students, and other related faculty matters as outlined in the [WKU Faculty Handbook](#).

In addition, the [academic department and college name here] have clear and comprehensive statements of what they value in faculty work expectations. The college document is available at [[Link to college and/or department tenure and promotion documents here](#)].

STATEMENT OF RESPONSIBILITIES

The university offers classes on a variety of schedules in order to accommodate student needs, thus you will be expected to participate actively and cooperatively as assigned, either on the main campus or at the regional campuses. While your primary duties are expected to be in the areas of instruction and research, as a member of the faculty, you will be expected to also engage in public service activities and serve on School, College, and University-wide committees.

Instructional and Advising Expectations:

[Information concerning workload responsibilities here].

Research Expectations:

You are expected to contribute to [academic department and college name here]' mission by providing diverse educational opportunities leading to excellence in [academic discipline] for a global community. You should develop a focused area of independent research that leads to obtaining peer-reviewed publications and future extra-mural research funding.

Review for Tenure:

Assuming both favorable annual performance and continuance reviews and a favorable budget and enrollment picture in the department, college, and University, your mandatory tenure review semester in accordance with the University's established procedures will be Fall, 2024. A complete description of the tenure review process is available in the [WKU Faculty Handbook](#).

Intellectual Property:

Upon your employment with WKU, you agree that you are bound by the policies of the WKU Intellectual Property Policy and thus you hereby assign and agree to assign your right, title, and interest to any intellectual property covered by the Intellectual Property Policy. This policy can be found here: [WKU Intellectual Property Policy](#).

Criminal Background:

Employment at WKU is also subject to a criminal background check. Applicants are required to disclose criminal history information as a part of the application process as outlined in Human Resources Policy #4.2051 which can be found at: [Human Resources Policies](#)

The Company Sterling Talent Solutions handles this process for WKU, and they will be in touch with you by e-mail.

Federal I-9 Form and Citizenship:

Identity and eligibility for employment in the United States must be verified by completion of the Federal I-9 Form. The Company Sterling Talent Solutions will send you an electronic I-9 Form to complete Section I. The Office of Human Resources will then schedule an orientation session with you to complete all remaining hiring documents.

If you are not a US citizen or Lawful Permanent Resident (PR) “Green Card Holder,” you must contact the General Counsel as soon as possible and consult with Ms. Lauren Ossello (phone: 270-745-5398 or e-mail: [lauren.ossello@wku.edu](mailto:lauren.ossello@wku.edu)). Please make sure to contact Ms. Ossello upon receipt of this letter to insure that you are eligible to work at WKU and to avoid complications with your immigration status.

Final Transcripts and Credentials:

Please send a final copy of your academic transcripts to Ms. Candice Tope-Phillips, Provost’s Office Staff Specialist. Academic transcripts should be sent directly from the Registrar’s Office of your degree granting institution. However, if your degree-granting institution subscribes to one of the electronic transcript companies such as Script-Safe or Docufide, WKU will accept transcripts from these sources as well. Ms. Tope-Phillips’ email address is: [candice.tope-phillips@wku.edu](mailto:candice.tope-phillips@wku.edu).

Assistance in Transition to WKU:

The university conducts several programs to help you in your transition to WKU, and you should plan to be on campus by August 15, 2019, to participate in them and to begin preparation for fall classes. Additional information about these sessions will be provided in separate communications. [Academic department here] will provide up to a maximum of [amount here] for moving expenses following university policies. The WKU Policy may be accessed through the following link: <https://www.wku.edu/policies/docs/127.pdf>.

While a good faith employment offer is being extended to you, this appointment is contingent upon formal approval by the Western Kentucky University Board of Regents, as required by state law.

Finally, WKU adheres to strict compliance with the U.S. Department of Health, Education and Welfare’s Title IX regulations. Within your first 30 days of employment, you are expected to participate in on-line training that clarifies institutional and individual responsibilities in this regard. Additionally, you are expected to complete on-line sexual harassment prevention training. Subsequent to initial employment, you will receive electronic notification pertaining to steps for compliance with these two important matters.

I accept the terms and conditions of this appointment.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_