

**Proposal to Amend WKU Faculty Handbook
1-2020 Recommendations (IV.B.3.a, IV.B.3.b.iv)**

Editorial revisions include updates to the organizational structure, web addresses and names/titles, as well as other similar non-substantive changes.

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Date Submitted: 1/13/2020

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1. Type of Change:

Editorial (non-substantive)

Editorial revisions include updates to the organizational structure, web addresses and names/titles, as well as other similar non-substantive changes.

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:

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: **IV.B.3.a. Policies and Procedures for Continuance and Tenure Recommendations (page 35):**

Once the committee has met, the committee chair will create a memorandum in which the faculty discussion is summarized and the vote count reported. The committee will be given the opportunity to review, revise, and approve the document. By September 4 (February 1 for the first year evaluation), the committee chair will send this memorandum to the department head.

AND

IV.B.3.b.iv. Policies and Procedures for Continuance and Tenure Recommendations (page 37):

Faculty members who are unable to be present at the meeting must notify the department head in advance and with the consent of the department head may submit a sealed envelope with a secret ballot enclosed for each person under review. The chair of the tenure committee will confidentially apprise the members of the tenure committee of the results at the meeting. The written recommendation of the Tenure Committee is forwarded in writing to the department head and must include the actual vote count and any additional information deemed relevant to the outcome. The recommendation of the Tenure Committee will be immediately provided by the department head to the faculty member seeking tenure. In the case of a negative recommendation by the Tenure Committee, the faculty member will have the option of withdrawing the application (**but see I above**). If the application is not withdrawn by the faculty member, the process will proceed.

Revision: **IV.B.3.a. Policies and Procedures for Continuance and Tenure Recommendations (page 35):**

The department/division's Continuance/Tenure (Promotion) Committee meets to review all evaluation materials and to vote on the candidate. Once the committee has met, the committee chair will provide a written memorandum to the department head. This memorandum must include the recommendation of the committee, the number of faculty eligible to serve on the committee, the number of committee members voting, the actual vote count including any abstentions, and a summary of the faculty discussion. (The memorandum may also provide additional information deemed relevant to the committee's decision.) The committee will be given the opportunity to review, revise and approve the memorandum. Once the committee has met, the committee chair will create a memorandum in which the faculty discussion is summarized and the vote count reported. The vote count report must include the number of faculty eligible to serve on the committee, the number of committee members voting, and the actual vote count, including abstentions. The committee will be given the opportunity to review, revise, and approve the document. By September 4 (February 1 for the first year evaluation), the committee chair will send this memorandum to the department head.

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AND

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Rationale for amendment:

This is to standardize the way in which the departments present their promotion vote counts.