

**Proposal to Amend WKU Faculty Handbook
10-2019 Office Facilities (XI.K.)**

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

Contact Name: Michelle Trawick

Date Submitted: 09/30/2019

Contact Email address: michelle.trawick@wku.edu

Contact Phone number: 270.745.8803

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: **XI.K. Office Facilities:** The University provides full-time faculty with offices, computers, telephones and furniture. Requests for additional office equipment should be made through the department head.

Revisions: (one wording addition is highlighted)

XI.K. Office Facilities: The University provides full-time faculty with offices, computers, ~~telephones and~~ furniture, and access to a landline telephone. Requests for additional office equipment should be made through the department head.

3. Rationale for amendment:

Office telephones are no longer standard and guaranteed office equipment and may be provided at the discretion of the unit.