

## Proposal to Amend WKU Faculty Handbook

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

Section(s) to be amended: **III.G.3 Procedures for Recommending Promotion for Instructors**

Corresponding page number(s): 31-32

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1. Type of Change:

Editorial (non-substantive)

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:

#### III.G. Procedures for Recommending Promotion for Instructors

##### 3. Recommendations:

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. The chair of the Continuance/Tenure (Promotion Committee) will inform, in writing, the Department Head/Chair of its summary, recommendation and the numerical vote. The Department Head/Chair shall notify, in writing, the candidate of the recommendation of the Continuance/Tenure (Promotion) Committee, the vote count, and a summary of the committee's recommendation.

The department head reviews all relevant evaluation materials and produces a written recommendation by November 1. The department head's recommendation, Promotion Committee's recommendation, and all evaluation materials are forwarded to the college dean. The candidate is informed by the department head of the recommendation and associated rationale at a meeting within one week of the submission of the department head's

recommendation to the dean.

The dean makes a decision (subject to approval by the Board of Regents) and informs the candidate and the department head by December 1.

If a candidate's application for promotion is not successful, she/he may appeal to the Provost by February 1. The Provost will review all materials submitted by the candidate and the recommendation/decision letters and will render a final decision by March 1.

If the candidate believes that the decision by the dean or the Provost was arbitrary or capricious, violated standards of academic freedom, or was based on considerations that violate protected rights or interests (e.g., consideration of race, sex, national origin, exercise of free speech, association, etc.), a complaint may be filed as described in Section V of the Faculty Handbook. The complaint shall be in writing and be filed within thirty (30) days after receipt of official notice from the Provost. The faculty member also has the option to file a formal grievance, after all reviews and appeals have been exhausted, in accordance with the procedures outlined in the Faculty Handbook.

## **Revision:**

### **III.G. Procedures for Recommending Promotion for Instructors**

#### **3. Recommendations:**

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. The chair of the Continuance/Tenure (Promotion Committee) will inform, in writing, the Department Head/Chair of its summary, recommendation and the numerical vote. The Department Head/Chair shall notify, in writing, the candidate of the recommendation of the Continuance/Tenure (Promotion) Committee, the vote count, and a summary of the committee's recommendation.

The department head reviews all relevant evaluation materials and produces a written recommendation by November 1. The department head's recommendation, Promotion Committee's recommendation, and all evaluation materials are forwarded to the college dean. The candidate is informed by the department head of the recommendation and associated rationale at a meeting within one week of the submission of the department head's recommendation to the dean.

The dean makes a decision (subject to approval by the Board of Regents) and informs the candidate and the department head by December 1.

If a candidate's application for promotion is not successful, she/he may appeal to the Provost by February 1. The Provost will review all materials submitted by the candidate and the recommendation/decision letters and will render a final decision by March 1.

Upon request of the faculty member, the department head, the dean of the college and the Provost will arrange a conference with the faculty member to discuss informally the circumstance surrounding the denial of promotion.

If the candidate believes that the decision by the dean or the Provost was arbitrary or capricious, violated standards of academic freedom, or was based on considerations that violate protected rights or interests (e.g., consideration of race, sex, national origin, exercise of free speech, association, etc.), a complaint may be filed with the President as described in Section V of the Faculty Handbook. The complaint shall be in writing and be filed within thirty (30) days after receipt of official notice from the Provost. The faculty member also has the option to

file a formal grievance, after all reviews and appeals have been exhausted, in accordance with the procedures outlined in the Faculty Handbook.

**Rationale for amendment:**

1. Added option for an informal meeting with the faculty member's department head/chair, dean, and Provost. Language adapted from IV.C.1. Non-Continuance or Negative Tenure Recommendations.
2. Specified with whom a complaint can be filed.
3. Removed option to file a grievance in the event of a negative Promotion decision to bring process in line with negative Continuance and Tenure decisions. The complaints process (Faculty Handbook section V.) exists for negative Continuance, Tenure, and/or Promotion decisions.