

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: II.A.1a.2 and b.4

Corresponding page number(s): 6, 8

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Date Submitted: April 12, 2023

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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: II.A.1.a.2 and b.4

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: (including revisions approved at April 2023 Senate in red/blue)

II.A.1. Generally: Faculty members are employees of WKU who teach and assume other academic responsibilities commensurate with the missions and goals of the University. Faculty members are expected to demonstrate competence in their discipline and respective faculty track.

~~The process of creating a pedagogical faculty position shall be initiated by a department chair/director only after a majority vote in favor of such a position by the tenure-eligible faculty within that unit. The process of creating a research faculty position may be initiated by a faculty member or by a department chair/director.~~

Faculty and staff member appointments are governed by ~~Human Resources (HR) Policy 4.220V Recruitment and Selection—see HR policy 4.220V on the Human Resources Policies page.~~ and adhere to [hiring practices](#) established by Human Resources. ~~The faculty search process provides that the Chair of the Search Committee (after consultation with the Search Committee) will forward the strengths and weaknesses of each interviewed candidate for a faculty position to the department chair, without selecting, ranking, or recommending any single candidate.~~ In keeping with principles of shared governance, hiring officials should ensure faculty are an integral part of each stage of the search process for faculty and staff being hired into their program, including establishing criteria on which to evaluate candidates. During the search process, the Search Committee Chair ensures program faculty have opportunities to provide feedback on each candidate. The Search Committee must incorporate this feedback when assessing candidates' strengths and weaknesses. The hiring official, typically the

department chair/director, considers the stated strengths and weaknesses provided by search committee prior to forwarding a recommendation for appointment through administrative channels in accordance with the University's policies and procedures. The appointment letter shall come from the dean and may be supplemented by a letter from the department chair/director. The University President is authorized to recommend to the Board of Regents good faith offers of employment to prospective employees contingent upon subsequent approval by the Board of Regents.

The rank of the initial appointment shall be based on available funding and the stature and accomplishments of the applicant and shall be determined by the dean following a recommendation from the department chair/director. In formulating such recommendations, the department chair/director should seek the advice of departmental faculty at or above the rank suggested. See Section III for specific rank criteria.

a. Tenure-eligible Appointments:

...

2. Pedagogical Track Faculty

A pedagogical track faculty member is a full-time, tenure-eligible, faculty member engaged primarily in instructional activities. Pedagogical faculty members are expected to bring a high level of conceptual and theoretical ideas to their instructional tasks and to have innovative skill sets that enhance the intellectual development of their colleagues and the students with whom they interact. Pedagogical faculty appointments do not, however, carry an expectation of involvement with scholarly research. In recognition of this, such pedagogical faculty members will normally have a teaching load higher than that of traditional track tenure-eligible faculty members in their unit who carry responsibilities in both teaching and research.

Pedagogical track faculty members are not prohibited from engaging in research. They may apply for internal research opportunities (e.g., internal grants) and may participate in any incentive program for faculty who support a fraction of their salary from extramural research funds. Pedagogical track faculty are generally appointed to a full-time, nine-month position.

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b. Non-tenure Eligible Appointments:

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4. Research Track Faculty

A research faculty member is a full-time faculty member engaged primarily in research, creative activity and/or outreach. Individuals appointed in research faculty positions should demonstrate a basic level of leadership competence and be able to provide oversight over funded programs. Research faculty should be engaged in a personal program of research, creative activity or outreach that complements that of the department. Research faculty are expected to bring a high level of conceptual and theoretical ideas to the tasks at hand and have innovative skill sets that enhance the intellectual development of their colleagues.

Except during the agreed startup period, or during periods of bridge funding, the salaries and fringe benefits for research faculty members are to be paid from external sources of funds. The existence of any research faculty position is contingent upon availability of funding.

Research faculty will be appointed to 12-month appointments but may be appointed at between 50% and 100% effort. Appointments may only continue if funding is sufficient to support at least 50% effort. The Office of Research and/or the Colleges will maintain budgetary procedures for establishing a "bridge fund" from F&A monies accrued by the University from external grants and contracts. The bridge fund will be used to support existing research faculty members in the event of a break in the continuity of external funding.

Although effort may be funded at between 50% and 100%, research faculty are considered full time and are eligible to receive all benefits accruing to faculty.

If funding is less than 100%, benefits that are not pro-rated by the salary (e.g., health insurance) shall be charged at the proportion of funding to the external funding source(s) with the remainder paid by the Office of Research and Creative Activity and/or the Colleges.

Pro-rated benefits shall depend on the actual salary drawn, not the possible salary, so shall be reduced in the case that funded effort is less than 100%.

Research-track faculty may be appointed for periods of between two and five years, but at no time will the term of appointment be greater than one year beyond currently available funding.

Research faculty may seek reappointment either at the end of the term of appointment, or up to one year before that time. Reappointment will be made by the dean, with a recommendation from the department chair.

Revision: (incorporating revisions approved at April 2023 Senate, new revisions in purple)

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[The process of creating a research faculty position may be initiated by a faculty member or by a department chair/director.](#)

Rationale for amendment:

Revision includes relocation of two sentences in paragraph two (2) removed from section II.A.1 per Senate approval in March, 2023. Sentences were added to paragraphs addressing each rank specifically.