

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.E.3
Corresponding page number(s): 31

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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: III.E.3.

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.E.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 chair. 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 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 department chair also reviews all relevant evaluation materials and produces an individual written recommendation. The contents of any accompanying materials — for example a letter of appointment and workload assignments — used in the committee's deliberations and of all materials accompanying its recommendation shall remain strictly confidential, except as they are conveyed to members of the faculty and administration whose duties require knowledge of the information.

The department chair's recommendation, the Promotion Committee's recommendation, and all evaluation materials are forwarded to the college dean.

The college dean forwards an individual written recommendation, the recommendations of the department chair and the Promotion Committee, and all relevant evaluation materials to the Provost. The Provost reviews these items and completes a written recommendation, which is forwarded along with all other written recommendations to the President. The President reviews these recommendations and forwards to the Board of Regents their recommendation for promotion. The decision of the Board of Regent is final.

During this process, the candidate will be informed each time a recommendation is made to the next higher level.

Revision/Addition:

III.E.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 chair. 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 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 positive or negative recommendation of the Promotion Committee will be immediately provided verbally by the department chair to the faculty member seeking promotion. The department chair also reviews all relevant evaluation materials and produces an individual written recommendation. The contents of any accompanying materials — for example a letter of appointment and workload assignments — used in the committee's deliberations and of all materials accompanying its recommendation shall remain strictly confidential, except as they are conveyed to members of the faculty and administration whose duties require knowledge of the information.

The written recommendations of both the department chair and the Promotion Committee will be shared with the candidate for promotion, and all evaluation materials will be forwarded to the college dean.

The college dean forwards an individual written recommendation, the written recommendations of the department chair and the Promotion Committee, and all relevant evaluation materials to the Provost. The Provost reviews these items and completes a written recommendation, which is forwarded along with all other written recommendations to the President. The President reviews these recommendations and forwards to the Board of Regents their recommendation for promotion. The decision of the Board of Regents is final. During this process, the candidate will be informed each time a recommendation is made to the next higher level.

Rationale for amendment:

Revision made to mimic revisions to Section IV.B.3.b.iv and v (Tenure) by Handbook Committee in February 2023.