

## 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: XII.B.

Corresponding page number(s): 67

Contact Name: Julie Shadoan

Date Submitted: December 7, 2022

Contact Email address: julie.shadoan@wku.edu

Contact Phone number: (270) 745-2539

### 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: XII.B.

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:

**XII.B. Salary and Paychecks:** Faculty members are typically employed on a nine-month basis and receive salary for that term of employment in twelve installments payable on the last business day of each month. The academic year runs from August 16 to May 15 with payments made July 1 to June 30. Paychecks are directly deposited per faculty authorization. New faculty members employed by August 15 receive their first paycheck at the end of August and receive 2/12 of their annual salary at that time. Salary and paycheck information may be obtained on the employee services page of TopNet.

...

### Revision/Addition:

**XII.B. Salary and Paychecks:** Faculty members typically are ~~typically~~ employed on a nine-month basis and receive salary for that term of employment in twelve installments payable on the last business day of each month. ~~The academic year runs from August 16 to May 15 with payments made July 1 to June 30.~~ The academic year begins on the Monday that is three (3) weeks before Labor Day and ends on the Friday after the spring grade submission deadline not to exceed two hundred eighty (280) continuous, calendar days with payments made July 1 to June 30. Paychecks are directly deposited per faculty authorization. New faculty members employed by August 15 receive their first paycheck at the end of August and receive 2/12 of their annual salary at that time. Salary and paycheck information may be obtained on the employee services page of TopNet.

...

**Rationale for amendment:**

Revisions necessary to simplify the academic calendar process and long-term planning by establishing a pattern for academic year start/end dates.