

## 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.T.

Corresponding page number(s): 16

Contact Name: Julie Shadoan

Date Submitted: February 8, 2023

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: II.T.

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:

**II.T. Notification of Absence:** All faculty members are expected to meet their classes regularly and promptly at the scheduled time. The department chair should be notified immediately of illness, death in the family, or other emergencies necessitating absence from the campus. For additional information regarding WKU's policy for medical leave, see Policy 4.620V on the [Human Resources Policies](#) page.

### Revision/Addition:

**II.T. Notification of Absence: Notification of Absence:** All faculty members are expected to meet their classes regularly and promptly at the scheduled time. The department chair should be notified immediately of illness, death in the family, or other emergencies ~~if unable to meet classes. necessitating absence from the campus. For additional information regarding WKU's policy for medical leave, see Policy 4.620V on the Human Resources Policies page.~~

**II.T.1 Bereavement.** Absences related to bereavement are reported per [Policy 4.640V](#)

**II.T.2 Family and Medical Leave (FMLA).** Faculty requiring extended absences for illness (self or immediate family) should follow procedures set forth in [Policy 4.630V](#).

**II.T.3 Parental Leave.** Faculty requiring extended absences for the birth or adoption of a child under 18 should follow procedures set forth in [Policy 1.140V](#).

**II.T.4 Religious Observations.** Absences related to religious observations should follow procedures set forth in [Policy 1.700V](#).

**Rationale for amendment:**

Revisions clarify that notification shall be for missed classes. Further, the medical leave policy referenced is for non-faculty and is different than FMLA. The sub-sections list absences that all apply to faculty and have notification procedures.