

## 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: IV.B.3.a  
Corresponding page number(s): 39

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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: IV.B.3.a.

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:

#### IV.B.3.a. Policies and Procedures for Continuance and Tenure Recommendations:

a. ...

By September 14 (February 9 for the first-year evaluation), the department chair will provide the candidate with a continuation evaluation in which the candidate's strengths and weaknesses in performance, as noted by the committee and/or the department chair, will be clearly identified, documented, and explained. This evaluation will include:

- the committee's vote
- the department chair's continuance evaluation.

Candidate may request committee memorandum through the Office of the Provost.

The candidate will be given an opportunity to meet with the department chair and send to the department chair and dean a response to these evaluations by September 20 (February 15 for the first-year evaluation).

The department chair's evaluation and recommendation will be submitted to the college dean no later than September 20 (February 15 for the first-year evaluation). The department chair's recommendation to the dean will include:

- the result of the continuance committee's vote
- the committee's memorandum in full
- the department chair's continuance evaluation

In case of a negative recommendation, the department chair will inform the faculty member in writing.

The dean's recommendation shall be submitted to the Provost no later than September 30 (February 22 for the first-year evaluation). In case of a negative recommendation, the dean will notify the faculty member. The Provost will submit any negative recommendation to the President and to the faculty member by October 10 (March 1 for the first-year evaluation). The President will notify the faculty member of any decision for non-continuance on or before October 15 (March 1 for the first-year evaluation).

The probationary requirement may be satisfied through full-time faculty service for five (5) years as an assistant professor or above at WKU. Review typically occurs at the beginning of the sixth full year. Under exceptional circumstances, the University may consider tenure in less than the usual probationary time. Authorized leaves of absences will not be credited toward eligibility for tenure unless otherwise specified at the time they are taken.

#### **Revision/Addition:**

#### **IV.B.3.a. Policies and Procedures for Continuance and Tenure Recommendations:**

a. ...

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- the committee's vote and the committee's memorandum in full
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**Rationale for amendment:**

Revisions require that the committee's memorandum be shared with the candidate by the department chair.