

**UNIVERSITY SENATE RECOMMENDATIONS TO THE PROVOST**

Rec. #

Recommendation

**2011-08-01    The University Senate recommends that the Provost proceed with steps necessary to secure approval for the revisions to the Academic Affairs Policy (General) and the Handbook Amendment Policy, as amended at the August University Senate meeting (see attached).**

\_\_\_\_\_  
Kelly L. Madole, Ph.D.  
University Senate Chair

8/26/2011  
Date

Approved/Not Approved

\_\_\_\_\_  
A. Gordon Emslie, Ph.D.  
Provost

8/29/11  
Date

### ***XIII. HANDBOOK AMENDMENT POLICY***

This Handbook shall be amended as required to reflect revisions/additions to policy and procedure affecting faculty at WKU, and for editorial purposes as defined below.

**A. Substantive Handbook Revisions:** Substantive revisions include the addition, deletion or revision of policy or procedure. The process for substantive revision is as follows:

1. A recommendation for revision is forwarded to the Senate Chair.
2. The recommendation shall be placed by the Senate Chair on the action agenda for the next meeting of the Senate Executive Committee.
3. The Senate Executive Committee reviews the recommendation and:
  - a. May agree by simple majority to include the recommendation on the action agenda for the next Senate meeting; or
  - b. May agree by simple majority to forward the recommendation to a standing committee or an ad hoc committee for additional review. Following this additional review which is to be completed in a time frame appropriate to the magnitude of the revision, the recommendation is returned to the Senate Executive Committee as in No. 3.
4. For each recommendation placed on the action agenda of the Senate, the Senate may vote to:
  - a. Approve and forward the recommendation to the Provost; or
  - b. Not approve the recommendation and may return same to the referring committee with questions, comments or revisions. If the Senate returns the recommendation to the referring committee, the revision process must be initiated again pursuant to step "A/1" hereinabove.
5. Upon written approval by the Provost, each policy or procedural revision/addition:
  - a. Must be officially incorporated into the Handbook by June 30 of the same academic year.
  - b. Will have an effective date of July 1 of the same academic year.

**B. Editorial Handbook Revisions:** Editorial revisions include updates to the organizational structure, web addresses and names/titles as well as other similar non-substantive changes and may occur at the recommendation of any WKU employee. The process for editorial revision is as follows:

1. A recommendation for editorial revision is forwarded to the Senate Chair.
2. The Senate Chair places the recommendation for editorial revision on the consent agenda for first meeting of the University Senate of the next academic year.
3. The Senate shall at its first meeting of each academic year review each recommendation on the consent agenda. For each recommendation reviewed, the Senate may:

- a. Approve the recommendation to be immediately incorporated into the “official” Handbook (hard copy and online version); or
  - b. Remove the recommendation from the consent agenda to the action agenda for discussion, and then:
    - i. Approve the recommendation to be immediately incorporated into the “official Handbook (hard copy and online version); or
    - ii. Disapprove the recommendation and return same to the referring person/committee with questions, comments or revisions. If the Senate returns the recommendation to the referring person/committee, the revision process must be initiated again pursuant to step “B/1” hereinabove.
4. The Senate will inform the Provost in writing of all editorial changes to the Handbook.



## POLICY & PROCEDURE DOCUMENT

NUMBER: 1.0001

SECTION: Academic Affairs

TITLE: Academic Affairs Policies - General

DATE: September 1, 2011

Authorized by: Dr. Gordon Emslie, Provost and VPAA

### I. Scope and Purpose

This policy covers all policies under the purview of the Office of Academic Affairs. It enumerates the various sources, in addition to the official Policies Repository, in which Academic Affairs policies are to be found, and defines which policies are active and which take priority. Policies in other locations are superseded by official policies that appear on this site.

### II. Policy

1. All policies in the Academic Affairs series (i.e., numbered 1.xxxx) and held in the WKU Policy Repository at [www.wku.policies](http://www.wku.policies) are definitive policies of the Office of Academic Affairs and supersede any other extant policies on corresponding matters.
2. Numbering System

All Academic Affairs policies are numbered according to a 1.xyzt convention. The first digit ('x') after the decimal point refers to the subcategory of the policy, according to the scheme

- 0 – general
- 1 – faculty
- 2 – fiscal matters
- 3 – student matters
- 4 – courses and similar academic matters
- 5 – academic administration

The last digit ('t') is the version number of the policy, starting at '0' for a new policy and advancing cyclically from 0-9 upon subsequent revisions. The middle two digits ('yz') are used to identify the policy in question.

3. Statements in
  - A. the Academic Administrative Handbook, available online at <http://www.wku.edu/Dept/Support/AcadAffairs/AcadAdministrativeHandbook.htm>,
  - B. the Official University Undergraduate and Graduate Catalogs;
  - C. sections in the Faculty Handbook relating to faculty appointment, continuance, evaluation, promotion and tenure; faculty duties and responsibilities; justified absence from work; outside employment and compensation; conflict of interest; sabbatical and other leaves; sexual harassment; and governancehave the status of policies, unless superseded by a policy in the WKU Policy Repository.
4. Unless explicitly stated to the contrary in the policy, all new policies or policy revisions pertaining to items listed in II.3.C will be effective on July 1 following the date of the implementation or revision.

### **III Procedure**

1. The Office of Academic Affairs shall progressively follow the policy of WKU Policy 0.0001 to bring policies under II (3) A and II (3) C to the status of official university policies.
2. Where policies existing under II (3) contradict each other, this shall be resolved through the formal process of policy approval.
3. New policies may be introduced in accordance with the provisions of WKU Policy 0.0001

### **IV Related Policies**

Policy 0.0003 Policy on Policies

### **V Reasons for Revision**

9/1/2011 Paragraph II.4 added to ensure uniform application and interpretation of Faculty Handbook policies throughout any academic year