

Rec. #2017-02-07 UNIVERSITY SENATE RECOMMENDATION TO THE PROVOST
The University Senate recommends approval of the Proposal to Amend WKU Faculty Handbook: Substantive Change — 04-2017 Instructor Ranks [III.B.3], as per the Faculty Handbook Committee Report presented at the February 2017 meeting of University Senate.

Proposal to Amend WKU Faculty Handbook: Substantive Change

Item 04-2017 Instructor Ranks [III.B.3.]

Substantive change is defined as addition, deletion, or revision of policy or procedure.

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1. Type of Change:

- 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.B.3.iii.

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 wording:

Section in the 22nd edition of the Faculty Handbook (current edition):

III.B.3. Instructor Ranks:

- i. Academic qualifications: master's degree or baccalaureate degree with additional professional qualifications per Policy 1.111V.
- ii. Experience: for individuals with an appropriate terminal degree, a minimum of six years of service at the rank of Instructor I or equivalent. For others, the following table applies:

For Promotion effective:	Minimum number of academic years during which service was performed at rank of Instructor I (or equivalent)
AY 2016-17	12 years
AY 2017-18	10 years
AY 2018-19	8 years
AY 2019-20 and beyond	6 years

- iii. Demonstrated achievement appropriate for this rank in teaching effectiveness and university/public service. Emphasis is placed upon effective teaching and student engagement.

Proposed wording:

III.B.3.b.

- i. Academic qualifications: master’s degree or baccalaureate degree with additional professional qualifications per Policy 1.111V.
- ii. Experience: for individuals with an appropriate terminal degree, a minimum of six years of service at the rank of Instructor I or equivalent. For others, the following table applies:

For Promotion effective:	Minimum number of academic years during which service was performed at rank of Instructor I (or equivalent)
AY 2016-17	12 years
AY 2017-18	10 years
AY 2018-19	8 years
AY 2019-20 and beyond	6 years

****NOTE: In accordance with Section III.G. of the Faculty Handbook, promotion materials may be submitted in the academic year prior to completing the requisite years of service. Requisite years of service must be completed prior to the promotion becoming effective.*

- iii. Demonstrated achievement appropriate for this rank in teaching effectiveness and university/public service. Emphasis is placed upon effective teaching and student engagement.

3. Rationale for amendment: To clarify that faculty at the rank of Instructor I may submit materials for promotion consideration prior to completing the “minimum number of academic years...at rank of Instructor I”, but the promotion may not be made effective until after the required years of service have been completed.