

FACULTY SENATE: February 20, 2020
Faculty Handbook, Cleaning Up Promotion for Instructors

Julia Shadoan, Faculty Senate Chair

Senate Recommendation 2020-02-06 Cleaning up promotion
for instructor procedures

**Proposal to Amend WKU Faculty Handbook
1-2020 Faculty Promotion III (G.1., G.3.)**

Editorial revisions include updates to the organizational structure, web addresses and names/titles, as well as other similar non-substantive changes.

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1. Type of Change:

Editorial (non-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:

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: **III. G. Procedures for Recommending Promotion for Instructors (1, 3)**

1. Notice of Upcoming Promotion Review:

An instructor with the minimum level of experience may apply for promotion by submitting all relevant evaluation materials for consideration by October 1. No additional documents may be added or removed from these materials except the addition of recommendation letters.

2. Promotion Committee:

If there are candidates for promotion within the instructor ranks, the academic department head establishes a Promotion Committee composed of at least five (5) faculty members. Two (2) members of the Promotion Committee shall be tenured faculty members in the department and three (3) faculty members shall hold an instructor rank higher than the candidate. For departments with fewer than three faculty members with instructor rank higher than the candidate, a sufficient number of tenured faculty members will be added by the department head. If there is an insufficient number of tenured faculty members within the department, tenured faculty members and/or instructors of higher rank than the candidate will be added by the dean from within the college (or, if necessary, university) to bring the number of faculty on the Promotion Committee equal to five (5). In selecting the balance of the tenured and instructor faculty, the dean must consider the relationships among faculty to avoid an appearance of impropriety in the promotion process.

If formation of a committee according to these procedures is impossible, the dean shall request a variance from the Provost. The committee elects a chair. The department head serves as ex-officio, non-voting member of the committee. Any individual with a conflict of interest is excluded from service on the promotion committee. Committee members who are themselves candidates for promotion are not permitted to be present during deliberations on their rank.

3. Recommendations:

The Promotion Committee reviews all evaluation materials. During deliberations for candidates being considered during the 2015-2016 academic year, the Promotion Committee may use guidelines for promotion to associate professor established in the areas of teaching and service. The Promotion Committee votes on the candidate and provides a written recommendation to the department head. This recommendation must include the actual vote count for promotion and may also provide additional information deemed relevant to the committee's decision. The chair of the Promotion Committee will inform the candidate of its recommendation and the numerical vote.

Revision: **III. G. Procedures for Recommending Promotion for Instructors (1, 3)**

1. Notice of Upcoming Promotion Review:

An eligible instructor, as defined by section III.B.3 of the Faculty Handbook, may apply for promotion by submitting all relevant evaluation materials for consideration by October 1. No additional documents may be added or removed from these materials except the addition of recommendation letters.

2. Promotion Committee:

If there are candidates for promotion within the instructor ranks, the academic department head establishes a Promotion Committee composed of at least five (5) faculty members. Two (2) members of the Promotion Committee shall be tenured faculty members in the department and three (3) faculty members shall hold an instructor rank higher than the candidate. For departments with fewer than three faculty members with instructor rank higher than the candidate, a sufficient number of tenured faculty members will be added by the department head. If there is an insufficient number of tenured faculty members within the department, tenured faculty members and/or instructors of higher rank than the candidate will be added by the dean from within the college (or, if necessary, university) to bring the number of faculty on the Promotion Committee equal to five (5). In selecting the balance of the tenured and instructor faculty, the dean must consider the relationships among faculty to avoid an appearance of impropriety in the promotion process.

If formation of a committee according to these procedures is impossible, the dean shall request a variance from the Provost. The committee elects a chair. The department head serves as ex-officio, non-voting member of the committee. Any individual with a conflict of interest is excluded from service on the promotion committee. Committee members who are themselves candidates for promotion are not permitted to be present during deliberations on their rank.

3. Recommendations:

The Promotion Committee reviews all evaluation materials. The Promotion Committee votes on the candidate and provides a written recommendation to the department head. This recommendation must include the actual vote count for promotion and may also provide additional information deemed relevant to the committee's decision. The chair of the Promotion Committee will inform the candidate of its recommendation and the numerical vote.

Rationale for amendment: Cleaning up outdated verbiage.