

*Julia Shadoan, Faculty Senate Chair*

Senate Recommendation 2020-02-07 Adjusting Committee Size  
for Associate Promotion

**Proposal to Amend WKU Faculty Handbook  
12-2019 Procedures for Recommending Promotion (III.E.2.a.)**

*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.E. 2 Promotion Committee**

*a. Promotion to Associate Professor/Pedagogical Associate Professor*

If there are candidates for promotion to the rank of Associate Professor/Pedagogical Associate Professor, the academic department establishes a Promotion Committee consisting of all tenured members of the department with rank higher than that of the candidate, excluding those ineligible to serve (see Section III.E.2.c below).

Revisions: **III.E. 2 Promotion Committee**

*a. Promotion to Associate Professor/Pedagogical Associate Professor*

If there are candidates for promotion to the rank of Associate Professor/Pedagogical Associate Professor, the academic department establishes a Promotion Committee consisting of all tenured members of the department with rank higher than that of the candidate, excluding those ineligible to serve (see Section III.E.2.c below). All promotion committees considering applications for the rank of Associate Professor/Pedagogical Associate Professor must have at least five (5) members. For departments with fewer than five eligible tenured faculty at the rank of Associate or above, the dean will add tenured faculty from other departments to bring the membership to five. These additional members need not be the same for each candidate for promotion.

The dean, in consultation with the department head, will develop a list of eligible tenured faculty at the rank of Associate or above, the number of which shall be two (2) more than the number of additional members necessary to bring the Promotion Committee membership to five.

Unless necessitated by an insufficient number of individuals with the rank of Associate or above within the candidate's college, no more than two individuals on this list may be from a department outside the candidate's college. The candidate may eliminate one name, and the dean makes the final appointments from the remaining names in order to bring the committee membership to five.

In selecting individuals to bring the committee membership to five, the dean must consider those with the best fit for the specific candidate in order to enhance the promotion process.

Rationale for amendment:

The process for Professor/Pedagogical Professor has been standard practice for many years. We were recently presented with a department for whom there was only 1 tenured faculty member eligible to vote on the promotion to associate professor. Replicating the accepted process across all P&T decisions is a good solution to ensure the faculty member has a sufficient and appropriate review.