

Report of the Faculty Handbook Committee
Western Kentucky University

Chair, Margaret Crowder

Vice Chair, Les Pesterfield

Additional members: Dawn Bolton, Dana Bradley, Eve Main, Yvonne Petkus (Shura Pollatsek), Janet Tassell

Dates: December 3rd and 7th, 2015; February 17th, 2016

Present: Crowder, Pesterfield, Petkus, Tassell, (Non-voting: Kelly Madole and Kerrie McDaniel – 12/3 meeting); Present February 17th: Bolton, Bradley, Crowder, Main, Pesterfield, Pollatsek (for Petkus), Tassell

Informational

Dec. 3rd

Approval of amended November report (via SEC) to Senate

Discussion of new item 02-2016 Academic Experience, proposed by Kelly Madole.

Discussion of Pedagogical Rank and need for Handbook additions. Kerrie McDaniel invited for discussion. Faculty Handbook approves the non-substantive action items below.

Discussion of SEC's opinions on persons to receive editable copies of the Faculty Handbook. Agreed upon: Faculty Handbook Chair, Faculty Senate Chair, and FWPR Chair. Online, password protected file access available for these individuals.

Discussion of changes to item 01-2016 Continuation Documentation Flow, as suggested by SEC.

Dec. 7th

Continued discussion of changes to item 01-2016 Continuance Documentation Flow.

Feb. 17th

New member introduced (Shura Pollatsek, in for Yvonne Petkus, who is on sabbatical this semester).

Continued discussion/refinement of wording for items 01-2016 and 02-2016.

New item from Provost's office: non-substantive changes to "generalize" the policy numbers in the Handbook to align with subsequent policy updates (understanding that updates would come through Senate for review). [Post-committee meeting, Amber Scott has agreed to develop wording to bring to committee to explain on the Policy websites about the "V" placeholder, as it is designated in the Policy on Policies, Policy 0.0003]

Committee members charged with beginning development of language for the Pedagogical Faculty section.

The Faculty Handbook approves 01-2016 and 02-2016 to move forward. 02-2016 had been previously requested for review by Faculty Welfare and has been sent to that committee for review.

Action items

The Faculty Handbook submits for further approval the attached Substantive Change form:

- 01-2016 Continuance Documentation Flow 2.22 revision

and the attached Non-Substantive Change forms:

- 2016-NSa Outline III.C. reformatting
- 2016-NSb Clinical wording
- 2016-NSc Policy revision placeholder

Respectfully submitted,
Margaret Crowder