

Proposal to Amend WKU Faculty Handbook: Substantive Change

01-2017 Procedures for Recommending Promotion [III.E]

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.E.2.

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.E.2 Promotion Committee

Each Promotion Committee elects a chair. The department head serves as an ex-officio, nonvoting member of each committee, except in cases where the department head is a candidate for promotion.

Proposed wording:

III.E.2 Promotion Committee

Each Promotion Committee elects a chair. The department head serves as an ex-officio, nonvoting member of each committee, except in cases where the department head is a candidate for promotion.

Tenured faculty members who are unable to participate in person or via electronic means in the meeting must notify the department head in advance and may submit a sealed envelope with comments for each person under review, which will be shared with the department chair and with committee. Anyone participating in the meeting from a remote location must ensure the confidentiality of the meeting.

Absentee ballots can be cast. However, committee members intending to submit absentee ballots must notify the department head in advance. And the department head must establish a deadline prior to the committee meeting for submitting absentee ballots. Those ballots must remain sealed until the committee chair tallies ballots.

3. Rationale for amendment: To clarify that remote participation and absentee ballot submission works the same for promotion consideration as it does for tenure in accordance with IV.B.3.

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