

**Proposal to Amend WKU Faculty Handbook: Substantive Change**  
**02-2017 Procedures for Recommending Promotion and Tenure (Instructors) [III.G]**

*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.G.3.

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 22<sup>nd</sup> edition of the Faculty Handbook (current edition):**

**III.G.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. The department head reviews all relevant evaluation materials and produces a written recommendation by November 1. The department head's recommendation, Promotion Committee's recommendation, and all evaluation materials are forwarded to the college dean. The candidate is informed by the department head of the recommendation and associated rationale at a meeting within one week of the submission of the department head's recommendation to the dean.

The dean makes a decision (subject to approval by the Board of Regents) by December 1 and informs the candidate and the department head.

If a candidate's application for promotion is not successful, she/he may appeal to the Provost. The Provost will review all materials submitted by the candidate and the recommendation/decision letters and will render a final decision.

If the candidate believes that the decision by the dean or the Provost was arbitrary or capricious, violated standards of academic freedom, or was based on considerations that violate protected rights or interests (e.g., consideration of race, sex, national origin, exercise of free speech, association, etc.), a complaint may be filed as described in Section V of the Faculty Handbook. The faculty member also has the option to file a formal grievance, after all reviews and appeals have been exhausted, in accordance with the procedures outlined in the Faculty Handbook.

Proposed wording:

**III.G.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. The department head reviews all relevant evaluation materials and produces a written recommendation by November 1. The department head's recommendation, Promotion Committee's recommendation, and all evaluation materials are forwarded to the college dean. The candidate is informed by the department head of the recommendation and associated rationale at a meeting within one week of the submission of the department head's recommendation to the dean.

*The dean makes a decision (subject to approval by the Board of Regents) and informs the candidate and the department head by December 1.*

*If a candidate's application for promotion is not successful, she/he may appeal to the Provost by February 1. The Provost will review all materials submitted by the candidate and the recommendation/decision letters and will render a final decision by March 1.*

If the candidate believes that the decision by the dean or the Provost was arbitrary or capricious, violated standards of academic freedom, or was based on considerations that violate protected rights or interests (e.g., consideration of race, sex, national origin, exercise of free speech, association, etc.), a complaint may be filed as described in Section V of the Faculty Handbook. *The complaint shall be in writing and be filed within thirty (30) days after receipt of official notice from the Provost.* The faculty member also has the option to file a formal grievance, after all reviews and appeals have been exhausted, in accordance with the procedures outlined in the Faculty Handbook.

3. Rationale for amendment: To clarify that the time limit for filing a promotion decision complaint is thirty (30) days in accordance with Section IV.C.2. "Faculty Complaint".