

Report of the Faculty Handbook Committee

Western Kentucky University

Chair, Margaret Crowder

Committee members: Dawn Bolton, Patti Minter, Ron Mitchell, Lora Moore, Les Pesterfield, Janet Tassell

Date: March 20th 3-4:45pm, EST 402

Present: Bolton, Crowder, Mitchell, Pesterfield, Tassell (Richard Miller and Lauren McClain)

Information Items

Old business:

1. Continuance Documentation Flow, revised [IV.B.3.a.]: 10-2017
 - a. Revision discussion; timeline and documents
 - b. Committee approves new revision
2. Proposal for Substantive Change XII.B. Salary and Paychecks: 11-2017
 - a. Dr. Miller will send payroll policy #/link via email to add to this proposal
 - b. Discussion; one sentence removed from proposed new language
 - c. Committee approves revised version, pending addition of payroll policy link
 - d. Update, post meeting
 - i. Per Dr. Miller, there is no payroll policy, but payroll works with HR in these situations
 - ii. Post-meeting revision to account for this in the wording; email vote with majority in favor of revision
3. Placement of language ““If any due dates fall on a weekend or university holiday, then the due date will be moved to the next business day.””
 - a. Discussion will continue at next meeting

New Business:

4. Guidelines for tenure-eligible faculty: 08-2017
 - a. Previously discussed and sent to Faculty Welfare and original proposing Senator for official proposal write-up; item originated after a Senate motion (background Senate motion item attached)
 - b. Lauren McClain present to discuss origins of the proposal/motion
 - c. Discussion; language added pertaining to permanent file location and to specifically request notification in writing from faculty member
 - d. Committee approves, with revisions
5. Grading and Quality Point System – IP Grade: 09-2017
 - a. Comes from Graduate Council to parallel a policy change (background GC item attached)
 - b. Committee approves item

Action Items

FH committee submits the following items for approval:

1. 08-2017 Guidelines for tenure-eligible faculty
2. 09-2017 Grading and quality point system – IP grade

3. 10-2017 Continuance documentation flow
4. 11-2017 Salary and paychecks

Respectfully submitted,
Margaret Crowder