

## **Report of the Faculty Handbook Committee Western Kentucky University**

Chair: Kate Hudepohl

Committee members: Cathy Carey, John Gottfried, Patricia Minter, Lora Moore, and Les Pesterfield

The Faculty Handbook Committee report consists of summary lists of agenda items from both meetings in March 2019 and ongoing/upcoming agenda items.

**Date: March 18, 2019 in FAC 221, 3:15 – 4:30 p.m.**

Present: Gottfried, Hudepohl, Moore, and Pesterfield

Advisory: Amber Scott Belt

### 3/18/19 Summary of Agenda Items Discussed

#### 1. (ongoing) **Second-level Promotion Criteria** (associate to full professor)

In 2017/18 FH successfully changed criteria to specify that candidates for tenure and first-level promotion (assistant to associate) will be held to criteria in place at employment start date (a compromise with AA). Prior to the change candidates were held to the most current standard. The final disposition was a compromise with AA because we originally advocated for the candidate being allowed to choose criteria at start date OR current criteria.

FH also advocated for the same for second-level promotion candidates (associate to full), but AA would not support this proposal. Standard practice by AA is to hold those candidates to the current standards of their department. FH considers whether this is fair. The situation for second-level promotion candidates has renewed urgency due to university restructuring. Although tenure-eligible candidates experiencing a shift in department/college should be protected by the change to FH made last year, second-level promotion candidates are potentially in an even more precarious position now.

Begin review of separate but related proposal submitted by faculty member to include value statement re: giving faculty affected by restructuring special consideration in T&P and promotion.

#### 2. (new) **Post-Tenure Review of Faculty**

Per request submitted by a faculty member, begin review of VI. Post-Tenure Review of Faculty, p. 43, to consider incorporating more specific language re: faculty grievance process or even just including specific reference to that section in FH (VIII, p. 51). And, in the Faculty Grievance Policy section (VIII, p.51) to consider incorporating a timeline for responses to informal reviews.

#### 3. (ongoing) **Edits to Faculty Handbook Section of Senate Charter**

Continue review of possible edits to senate charter re: clarifying how FH works. Involves cleaning up and clarifying how existing process actually works. At the same time, consideration of whether to keep or alter existing structural elements (who chairs, terms of committee members, faculty status of members, whether to remain an affiliated committee to senate or become a standing committee of senate).

4. (new) **Incorporate Verbiage re: Policy 1.2000 Full-Time, Non-Tenure Eligible Faculty Contracts** (specifying date faculty to be notified if not continued)

Continue discussion of whether specific verbiage related to Policy 1.2000 Full-Time, Non-Tenure Eligible Faculty Contracts be added to Faculty Handbook (p. 44). Having the language, particularly the mandatory December 15 notification date, in the FH cannot prevent a change to the policy, but it highlights an important deadline that appropriately respects the seasonal nature of the faculty hiring process.

**Date: March 25, 2019 in FAC 250, 3:00 – 4:30 p.m.**

Present: Carey, Gottfried, Hudepohl, and Pesterfield

Advisory: Kirk Atkinson, Amber Scott Belt

#### 3/25/19 Summary of Agenda Items Discussed

1. (new) **Academic Affairs Proposals Pulled from March Senate Agenda** (FH 2019-11 and FH 2019-12)

Consideration of items pulled from consideration at March 2019 University Senate meeting. With further consideration, FH unanimously expressed concern that the proposal weakened the change achieved last year because it deleted language specifying that criteria for tenure and first-level promotion are based on documents in place at time of hire. Note: template form letter included with proposal does not go in the handbook. Items will not be resubmitted.

2. (ongoing) **Second-level Promotion Criteria**

Topic considered simultaneously to agenda item #1. FH committee questions where exactly is statement of criteria (i.e. which version of a T&P document, etc.) by which second-level promotion is considered stated in FH. Not clearly articulated in FH. AA representative confirms that standard practice by AA is to hold second-level promotion candidates (associate to full) to current standards of their department, even in the case that they are moved from one unit to another due to university restructuring. Detailed discussion on separate but related faculty proposal related to value statement on how to treat tenure and promotion for faculty affected by university restructuring.

Next meeting of Faculty Handbook is tentatively set for Wednesday April 3, 2019 from 3-4:30 in FAC 250. One to two additional meeting days in April will be set based on outcome of doodle poll.

#### Ongoing/Upcoming Agenda Items

1. Continue discussion of proposed revisions to Senate Charter related to Faculty Handbook Committee
2. Continue discussion of whether to incorporate explicit language from Policy 1.2000 Full-Time, Non-Tenure Eligible Faculty Contracts
3. Continue discussion of whether/how to modify promotion criteria for associate to full; includes consideration of separate but related proposal from faculty member with value statement focused on faculty affected by changing organization of colleges and departments
4. Continue consideration of suggested edit to language regarding recourse for post-tenure review disputes (explicit language regarding faculty grievance process alluded to in existing language)

Respectfully submitted, Kate Hudepohl