

**Proposal to Amend WKU Faculty Handbook  
10-2019 Personal Policies, Benefits, and Other Services (Salary and Paychecks). XII.B.**

*Editorial revisions include updates to the organizational structure, web addresses and names/titles, as well as other similar non-substantive changes.*

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1. Type of Change:

Editorial (non-substantive)

*Editorial revisions include updates to the organizational structure, web addresses and names/titles, as well as other similar non-substantive changes.*

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:

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: **XII.B. Salary and Paychecks:** Faculty members are typically employed on a nine-month basis and receive salary for that term of employment in twelve installments payable on the last business day of each month. The academic year runs from August 16 to May 15 with payments made July 1 to June 30. Paychecks are directly deposited per faculty authorization. New faculty members employed by August 15 receive their first paycheck at the end of August and receive 2/12 of their annual salary at that time. Salary and paycheck information may be obtained of the employee services page of TopNet.

Revisions: **XII.B. Salary and Paychecks:** Faculty members are typically employed on a nine-month basis and receive salary for that term of employment in twelve installments payable on the last business day of each month. The academic year runs from mid-August ~~16~~ to mid-May ~~15~~ as determined by the Academic Calendar, with payments made July 1 to June 30. Paychecks are directly deposited per faculty authorization. New faculty members employed by August 15 receive their first paycheck at the end of August and receive 2/12 of their annual salary at that time. Salary and paycheck information may be obtained on the employee services page of TopNet.

3. Rationale for amendment:

We found at least three different references to academic year start and stop dates that were inconsistent. The practice of most academic units has been to have an official start date of August 15 and this change will make the faculty handbook consistent with faculty appointment letters. If approved, minor edits to WKU Policy 1.2092/2.2092 and 1.5121 will need to be made for further consistency.