

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

Chair: Kirk Atkinson

Committee members: Jean Snavely, Cynthia Mason, Jack Montgomery, Sally Ray, Lora Moore, and Les Pesterfield

Guests: Michelle Trawick, AA ex-officio

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

**Date: October 14, 2019 in Grise 2<sup>nd</sup> floor conference room, 3:00 – 4:00 p.m.**

Present: Atkinson, Pesterfield, Snavely, Mason, Montgomery, Ray

Voted via email: Moore

Advisory: Trawick

### 10/14/19 Summary of Agenda Items Discussed

1. (approved) **10-2019 General Academic Support Information (XI.C. Public Relations)**

This non-substantive change reflects a modification to the organizational structure at WKU. The Division of Public Affairs has become The Division of Communications and Marketing.

2. (approved) **10-2019 Office Facilities (XI.K.) removal of telephones as supplied employee office equipment**

Per request submitted by Academic Affairs, non-substantive modification that removes telephones as university provided equipment.

3. (ongoing) Review of language for minimum number of years before one may apply for promotion. This is under continued discussion within CAD+, Michelle Trawick indicated that recommended language is forthcoming.

4. (ongoing) SEC Review requested: A requested changed from Academic Affairs to XII.B. Salary and Paychecks to provide consistency in the official start and stop dates of the academic year. Atkinson plans to attend next SEC meeting for feedback as to whether this should be considered substantive or not.

5. (ongoing) Two requests from Academic Affairs related to procedure for promotion and separately, Continuance and Tenure. These changes relate to smaller units that often do not have 5 tenured faculty to serve on committees. It is anticipated that language similar to promotion to Professor for committee formation will be recommended.

Respectfully submitted, Kirk Atkinson