

**Proposal to Amend WKU Faculty Handbook
1-2020 Recommendations (III.E.3, III.G.3)**

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

Contact Name: Michelle Trawick

Date Submitted: 1/13/2020

Contact Email address: michelle.trawick@wku.edu

Contact Phone number: 270.745.8803

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: **III.E.3. Recommendations:** The department/division's Promotion Committee reviews all evaluation materials, votes on the candidate, and provides a written recommendation to the department head. This recommendation must include the actual vote count and may also provide additional information deemed relevant to the committee's decision. The department head also reviews all relevant evaluation materials and produces an individual written recommendation. The contents of any accompanying materials — for example a letter of appointment and workload assignments — used in the committee's deliberations and of all materials accompanying its recommendation shall remain strictly confidential, except as they are conveyed to members of the faculty and administration whose duties require knowledge of the information.

AND

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.

Revision: **III.E.3. Recommendations:**

The department/division's Continuation/Tenure (Promotion) Committee meets to review all evaluation materials and to vote on the candidate. Once the committee has met, the committee chair will provide a written memorandum to the department head. This memorandum must include the recommendation of the committee, the number of faculty eligible to serve on the committee, the number of committee members voting, the actual vote count including any abstentions, and a summary of the faculty discussion. (The memorandum may also provide additional information deemed relevant to the committee's decision.) The committee will be given the opportunity to review, revise and approve the memorandum.~~The department/division's Promotion Committee reviews all evaluation materials, votes on the candidate, and provides a written recommendation to the department head. This recommendation must include the actual vote count the number of faculty eligible to serve on the committee, the number of committee members voting, and the actual vote count, including abstentions. The recommendation and may also provide additional information deemed relevant to the committee's decision.~~ The department head also reviews all relevant evaluation materials and produces an individual written recommendation. The contents of any accompanying materials — for example a letter of appointment and workload assignments — used in the committee's deliberations and of all materials accompanying its recommendation shall remain strictly confidential, except as they are conveyed to members of the faculty and administration whose duties require knowledge of the information.

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AND

III.G.3. Recommendations:

The department/division's Continuation/Tenure (Promotion) Committee meets to review all evaluation materials and to vote on the candidate. Once the committee has met, the committee chair will provide a written memorandum to the department head. This memorandum must include the recommendation of the committee, the number of faculty eligible to serve on the committee, the number of committee members voting, the actual vote count including any abstentions, and a summary of the faculty discussion. (The memorandum may also provide additional information deemed relevant to the committee's decision.) The committee will be given the opportunity to review, revise and approve the memorandum.~~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 the number of faculty eligible to serve on the committee, the number of committee members voting, and the actual vote count, including abstentions. The recommendation and may also provide additional information deemed relevant to the committee's decision.~~ The chair of the Promotion Committee will inform, in writing, the Department Head/Chair candidate of its summary recommendation and the numerical vote. The Department Head/Chair shall notify, in writing, the candidate of the recommendation of the Continuation/Tenure (Promotion) Committee, the vote count, and a summary of the committee's recommendation.

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Rationale for amendment:

This is to standardize the way in which the departments present their promotion vote counts.

*Note: other revisions to III.G.3 have been requested in earlier submissions.