

March 2021
Report of the Faculty Handbook Committee
Western Kentucky University

Chair, Laura DeLancey

Additional Members: James Barker, Rob Hale, Cynthia Mason, Jack Montgomery, Lora Moore,
Les Pesterfield

Informational:

The Handbook Committee had two goals when drafting the changes proposed below:

1. Establish a consistent timeline and process for all negative decisions (continuance, tenure, and promotion) that might result in a complaint.
2. Clarify the roles and responsibilities of individuals and committees involved in the complaints process.

For the first goal, we propose standardizing the language in sections III and IV of the handbook that describes the steps that can occur during a negative continuance, tenure, and/or promotion decision. The substantive changes bring the process around a negative promotion decision in line with those around a negative continuance or tenure decision: adding the ability to request an informal meeting with the department head, dean, and Provost, and eliminating the ability to file a grievance following a negative promotion decision. The complaints process is distinct from the grievance process, and exists specifically for negative continuance, tenure, and promotion decisions.

The second goal required substantial rewriting of section V. We propose rearranging some paragraphs so the section unfolds more logically: introducing the option to file a complaint before the formation of the bodies who hear complaints, for example. The substantive changes (also described in the action item) include specifying who is responsible for certain actions (the President, the Process Manager, or the University Representative), clarifying the selection process for faculty serving on the Advisory and Ad Hoc Committees, eliminating a pool of alternates for those committees (alternates can be drawn as needed from the larger selection pool), delineating the work of the Advisory Committee, and adding requirements for what should be included in the Ad Hoc Committee's report.

Throughout the action items highlighting indicates different kinds of changes:

- Yellow highlighted text is an addition
- Yellow highlighted strikethrough is a deletion
- Blue highlight means text was relocated

Action Items:

- Faculty Handbook Revision III.E.4 and III.F (Notice of Negative Recommendation & Promotion Recommendation Deadlines, Tenure Eligible Ranks)
- Faculty Handbook Revision III.G.3 (Procedures for Recommending Promotion for Instructors)
- Faculty Handbook Revision IV.C (Non-Continuance or Negative Tenure Recommendations)
- Faculty Handbook Revision V (Process for Faculty Complaint, Continuance, Promotion, and/or Tenure)

Respectfully submitted,

Laura DeLancey