

Proposal to Amend WKU Faculty Handbook

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

Section(s) to be amended: **III.E.4. Notice of Negative Recommendation & III.F. Promotion Recommendation Deadlines (Tenure Eligible Ranks Only)**

Corresponding page number(s): 30-31

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1. Type of Change:

- Editorial (non-substantive)
- 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.4. Notice of Negative Recommendation: If a negative recommendation of promotion is made at any level, this fact must be reported back to the preceding levels. The department head must inform the faculty member in writing that a negative recommendation has been made.

III.F. Promotion Recommendation Deadlines: (Tenure Eligible Ranks Only)

III.F.1. Application: Faculty members are given the opportunity to apply for promotion in September with a deadline of October 1 for application. Faculty members holding the rank of assistant professor and applying for tenure must also apply for promotion in that year.

III.F.2. Department Recommendation: Department heads are to make recommendations to their respective deans by November 1. In the case of a negative vote by the departmental promotion committee, the faculty member has the option of withdrawing the application or allowing the application to proceed to the department head. If the department head concurs with the negative committee recommendation, the faculty member may withdraw the application or allow the application to proceed to the college level.

III.F.3. Dean Recommendation: Deans will make their recommendations to the Provost by December 1. In the case of a negative recommendation by the college dean, the faculty member may withdraw the application or

allow the application to proceed to the Provost.

III.F.4. Provost/President Recommendation/Board Approval: The Provost will make recommendations to the President by February 1. The Provost will inform the candidate of the recommendation by February 1 and the President shall do likewise by March 1.

In the case of a negative recommendation, the faculty member may withdraw the application or request a review of his or her credentials and a written explanation of the negative recommendation. The President will send recommendations for approval to the Board of Regents – typically, at its April meeting. Candidates will be notified of the final decision by May 15.

If a candidate's promotion is not recommended to the Board of Regents and he or she believes that the decision was arbitrary or capricious, violated standards of academic freedom, or was based on considerations that violate protected rights or interests (e.g., consideration of race, sex, national origin, exercise of free speech, association, etc.), a complaint may be filed as described in Section V. of this Handbook. The complaint shall be in writing and be filed within thirty (30) days after receipt of official notice from the President.

The faculty member also has the option to file a formal grievance, after all reviews and appeals have been exhausted, in accordance with the procedures outlined in this Handbook.

Revision:

III.E.4. Notice of Negative Recommendation: If a negative recommendation of promotion is made at any level, this fact must be reported back to the preceding levels. The department head must inform the faculty member in writing that a negative recommendation has been made.

In the case of a negative recommendation, the faculty member may withdraw the application or request a review of his or her credentials and a written explanation of the negative recommendation.

Upon request of the faculty member, the department head, the dean of the college and the Provost will arrange a conference with the faculty member to discuss informally the circumstance surrounding the denial of promotion. If this conference fails to satisfy the faculty member, the President will have a related conference with the faculty member upon request (see Section V. of the Faculty Handbook).

If a candidate's promotion is not recommended to the Board of Regents and he or she believes that the decision was arbitrary or capricious, violated standards of academic freedom, or was based on considerations that violate protected rights or interests (e.g., consideration of race, sex, national origin, exercise of free speech, association, etc.), a complaint may be filed as described in Section V. of this Handbook. The complaint shall be in writing and be filed within thirty (30) days after receipt of official notice from the President.

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Rationale for amendment:

1. Moved language [blue highlight] about result of a negative recommendation from III.F.4. Provost/President Recommendation/Board Approval to III.E.4. Notice of Negative Recommendation.
2. Added option for an informal meeting with the faculty member’s department head/chair, dean, and Provost. Language adapted from IV.C.1. Non-Continuance or Negative Tenure Recommendations.
3. Removed option to file a grievance in the event of a negative Promotion decision to bring process in line with negative Continuance and Tenure decisions. The complaints process (Faculty Handbook section V.) exists for negative Continuance, Tenure, and/or Promotion decisions.