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: II.S.
Corresponding page number(s): 16

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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:
II.S.

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:

II.S. Office Hours: Faculty members are expected to post class schedules and office hours. Faculty members have a responsibility to provide to the department chair and students each semester their office hour schedule. Inability to meet classes to maintain office hours should be reported to the department chair.

Revision/Addition:

II.S. Availability to Students. Faculty members are expected to be available to students outside of class. Faculty may do so by keeping in-person and/or virtual office hours, through scheduled appointments, and/or communicating via email or other electronic format. Faculty will provide students with a variety of options that are congruent with course format and program faculty expectations. Faculty are expected to communicate availability options to their students and department chair.

Rationale for amendment:

Revisions reflect varied ways in which faculty can be accessible to students consistent with course delivery and student expectations. Further, it reflects the involvement of program faculty in determining accessibility options.