

## Proposal to Amend WKU Faculty Handbook

Section(s) to be amended: III.A. Introduction  
Corresponding page number(s): 21

Contact Name: Julie Shadoan Date Submitted: March 29, 2024  
Contact Email address: julie.shadoan@wku.edu Contact Phone number: (270) 745-2539

### 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. Substantive change is defined as addition, deletion, or revision of policy or procedure.

- 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: III.A

### Current:

#### III.A. Introduction:

Faculty rank and promotion in rank at WKU are based on the criteria below, as adopted by the Board of Regents.

Rank is granted on the basis of academic qualifications, experience and demonstrated achievement. The criteria stated below shall serve as guides in assigning academic rank. Exceptions to these criteria may be made in situations where the candidate shows exceptional credentials in the areas of (a) academic qualifications; (b) experience; or (c) sustained achievement in teaching effectiveness, research and creative activity, and University/public service. Experience at rank is normally considered to be at WKU. Previous service at an accredited higher-education institution or equivalent professional experience may be substituted for years of service at WKU, if negotiated in writing at the time of initial appointment or within the first appointment year.

The department chair/director and departmental faculty within each academic unit have the responsibility of developing specific criteria for determining what constitutes “sustained achievement” for each rank. These criteria must conform to the minimum University standards listed below and must be made publicly available in hard or e-copy form. Guidelines for all ranks must be recommended by the department chair/director, dean, and the Provost.

If any due dates fall on a weekend or university holiday, then the due date will be moved to the next business day.

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.

**Proposed Revision:**

**III.A. Introduction:**

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The department chair/director and departmental faculty within each academic unit have the responsibility of developing specific criteria for determining what constitutes “sustained achievement” for each rank. These criteria must conform to the minimum University standards listed below and must be made publicly available in hard or e-copy form. Guidelines for all ranks must be recommended **and approved** by **departmental faculty (tenured and tenure-eligible)**, the department chair/director, dean, and the Provost, **who has final approval. Approved guidelines should be signed and dated by chair/director, dean, and Provost and stored on the WKU shared drive.**

If any due dates fall on a weekend or university holiday, then the due date will be moved to the next business day.

3. Rationale for amendment:

Clarifies the protocol to revise and approve tenure and promotion guidelines.