

Rec. #2016-05-10: UNIVERSITY SENATE RECOMMENDATION TO THE PROVOST  
The University Senate recommends approval of the Proposal to Amend WKU Faculty Handbook: Substantive Change — 08-2016 Procedures for Recommending Promotion, as per the Faculty Handbook Committee Report presented at the May meeting of University Senate.

**Proposal to Amend WKU Faculty Handbook: Substantive Change**

**08-2016 Procedures for Recommending Promotion; Pedagogical faculty update**

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

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1. Type of Change:

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:

Current wording:

**III.E. Procedures for Recommending Promotion: (Tenure Eligible Ranks Only)**

*[III.E.1. Notice of Upcoming Promotion Review – remains unchanged]*

**III.E.2. Promotion Committee:**

**a. Promotion to Associate Professor**

If there are candidates for promotion to the rank of Associate Professor, the academic department establishes a Promotion Committee consisting of all tenured members of the department with rank higher than that of the candidate, excluding those ineligible to serve (see Section III.E.2.c below).

**b. Promotion to Professor**

If there are candidates for promotion to the rank of Professor, the department establishes a Promotion Committee composed only of tenured Professors, excluding those ineligible to serve (see Section III.E.2.c below).

All promotion committees considering applications for the rank of Professor must have at least five (5) members. For departments with fewer than five tenured Professors, the dean will add tenured Professors from other departments to bring the membership to five. These additional members need not be the same for each candidate for promotion.

The dean, in consultation with the department head, will develop a list of tenured Professors eligible to serve, the number of which shall be two (2) more than the number of additional members necessary to bring the Promotion Committee membership to five. Unless necessitated by an insufficient number of individuals with the rank of Professor within the candidate's college, no more than two individuals on this list may be from a department outside the candidate's college. The candidate may eliminate one name, and the dean makes the final appointments from the remaining names in order to bring the committee membership to five.

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:

**III.E. Procedures for Recommending Promotion: (Tenure Eligible Ranks Only)**

*[III.E.1. Notice of Upcoming Promotion Review – remains unchanged]*

### III.E.2 Promotion Committee

#### a. Promotion to Associate Professor/Pedagogical Associate Professor

If there are candidates for promotion to the rank of Associate Professor/Pedagogical Associate Professor, the academic department establishes a Promotion Committee consisting of all tenured members of the department with rank higher than that of the candidate, excluding those ineligible to serve (see Section III.E.2.c below).

#### b. Promotion to Professor/Pedagogical Professor

If there are candidates for promotion to the rank of Professor/Pedagogical Professor, the department establishes a Promotion Committee composed only of tenured Professors/Pedagogical Professors, excluding those ineligible to serve (see Section III.E.2.c below).

All promotion committees considering applications for the rank of Professor/Pedagogical Professor must have at least five (5) members. For departments with fewer than five tenured Professors/Pedagogical Professors, the dean will add tenured Professors/Pedagogical Professors from other departments to bring the membership to five. These additional members need not be the same for each candidate for promotion.

The dean, in consultation with the department head, will develop a list of tenured Professors/Pedagogical Professors eligible to serve, the number of which shall be two (2) more than the number of additional members necessary to bring the Promotion Committee membership to five. Unless necessitated by an insufficient number of individuals with the rank of Professor within the candidate's college, no more than two individuals on this list may be from a department outside the candidate's college. The candidate may eliminate one name, and the dean makes the final appointments from the remaining names in order to bring the committee membership to five.

#### 3. Rationale for amendment:

To update the Faculty Handbook with information pertaining to the Pedagogical faculty line, as outlined by Policy 1.1990 on Pedagogical Track Faculty.