

Rec. #2017-05-04 UNIVERSITY SENATE RECOMMENDATION TO THE PROVOST  
The University Senate recommends approval of the Proposal to Amend WKU Faculty Handbook: Substantive Change — 08a-2017 Guidelines for Tenure-eligible Faculty Members, as per the Faculty Handbook Committee Report presented at the May 2017 meeting of University Senate.

## Proposal to Amend WKU Faculty Handbook: Substantive Change

### 08a-2017 Guidelines for tenure-eligible faculty

*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:

III., D; IV., B., 2

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 Language, p. 24:

#### III.D. Criteria for Promotion Recommendations: (Tenure Eligible Ranks Only)

III.D.1. General: Promotion decisions at WKU are made at six levels: recommendations from the department/division peer review (which may include internal and/or external letters of recommendation), the department head, the academic dean, the Provost, the President, and approval by the Board of Regents.

Review at all levels will apply the standards for promotion set by the University. The academic deans will establish and preserve for the various disciplines levels of achievement that equalize the rigor with which candidates from different departments/divisions are judged. The standards developed by each academic department/division must be in compliance with the standards stated here and should serve to state explicitly the requirements for promotion within a specific department/division.

Revised Language, p. 24:

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Current Language, p. 33:

IV.B.2. Notice to New Faculty: New faculty members will be given information about the tenure review process and grievance appeal process at the beginning of the first year of employment at WKU. These processes are described at the University level in the Handbook, and in the guidelines for tenure and promotion issued by the faculty member's department.

Revised Language, p. 33:

IV.B.2. Notice to New Faculty: New faculty members will be given information about the tenure review process and grievance appeal process at the beginning of the first year of employment at WKU. These processes are described at the University level in the Faculty Handbook, and in the guidelines for tenure issued by the faculty member's department. The edition of the Faculty Handbook and the version of the College and Departmental guidelines on the employment starting date as indicated in the formal letter of appointment shall be included in the faculty's permanent file in Academic Affairs. Faculty shall be reviewed for tenure under the standards in place on the employment starting date as indicated in the formal letter of appointment or the standards in place at the time of tenure review.

### 3. Rationale for amendments:

At the request of the Faculty Welfare Committee for clarification of the procedures and process, the proposed amendments indicate that tenure-eligible faculty members and faculty members up for promotion to Associate Professor will follow departmental and college guidelines on the employment starting date as indicated in the formal letter of appointment to govern their tenure and/or promotion decisions. This applies in departments and colleges in which the guidelines are revised after the hiring of but before the tenure decision for a tenure-eligible faculty member.