



Senate Recommendation April 20, 2023 meeting 2023\_04\_08 b

FACULTY SENATE RECOMMENDATION TO THE PROVOST

The Faculty Senate

Recommends approval of the Proposal to Amend Faculty Handbook listing Substantive Change amending the policy II.A.1 Faculty Appointment: as per the motion of the Faculty Senate

 Digitally signed by  
Antonia Szymanski  
Date: 2023.05.15  
13:01:26 -05'00'

 05/25/2023

## 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.A.1  
Corresponding page number(s): 6

Contact Name: Julie Shadoan

Date Submitted: March 22, 2023

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.*

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.A.1.

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.A.1. Generally: Faculty members are employees of WKU who teach and assume other academic responsibilities commensurate with the missions and goals of the University. Faculty members are expected to demonstrate competence in their discipline and respective faculty track.

The process of creating a pedagogical faculty position shall be initiated by a department chair/director only after a majority vote in favor of such a position by the tenure-eligible faculty within that unit. The process of creating a research faculty position may be initiated by a faculty member or by a department chair/director.

Faculty and staff member appointments are governed by Human Resources (HR) Policy on Recruitment and Selection – see HR policy 4.220V on the Human Resources Policies page. The faculty search process provides that the Chair of the Search Committee (after consultation with the Search Committee) will forward the strengths and weaknesses of each interviewed candidate for a faculty position to the department chair, without selecting, ranking, or recommending any single candidate. The department chair is authorized to forward a recommendation for appointment through administrative channels in accordance with the University's policies and procedures. The appointment letter shall come from the dean and may be supplemented by a letter from the department chair/director. The University President is authorized to recommend to the Board of Regents good faith offers of employment to prospective employees contingent upon subsequent approval by the Board of Regents.

## Revision/Addition:

**II.A.1. Generally:** Faculty members are employees of WKU who teach and assume other academic responsibilities commensurate with the missions and goals of the University. Faculty members are expected to demonstrate competence in their discipline and respective faculty track.

~~The process of creating a pedagogical faculty position shall be initiated by a department chair/director only after a majority vote in favor of such a position by the tenure-eligible faculty within that unit. The process of creating a research faculty position may be initiated by a faculty member or by a department chair/director.~~

Faculty and staff member appointments are governed by ~~Human Resources (HR) Policy 4.220V Recruitment and Selection—see HR policy 4.220V on the Human Resources Policies page.~~ and adhere to [hiring practices](#) established by Human Resources. ~~The faculty search process provides that the Chair of the Search Committee (after consultation with the Search Committee) will forward the strengths and weaknesses of each interviewed candidate for a faculty position to the department chair, without selecting, ranking, or recommending any single candidate.~~ In keeping with principles of shared governance, hiring officials should ensure faculty are an integral part of each stage of the search process for faculty and staff being hired into their program, including establishing criteria on which to evaluate candidates. During the search process, the Search Committee Chair ensures program faculty have opportunities to provide feedback on each candidate. The Search Committee must incorporate this feedback when assessing candidates' strengths and weaknesses. The hiring official, typically the department chair/director, considers the stated strengths and weaknesses provided by search committee ~~prior to forwarding~~ a recommendation for appointment through administrative channels in accordance with the University's policies and procedures. The appointment letter shall come from the dean and may be supplemented by a letter from the department chair/director. The University President is authorized to recommend to the Board of Regents good faith offers of employment to prospective employees contingent upon subsequent approval by the Board of Regents.

## Rationale for amendment:

Revision distinguishes between policy and the practices used by HR and ensures shared governance during the hiring process. It also removes language that seems to conflict with a resource document from Higher Education Recruitment Consortium that includes a tool used to rate individual candidates.

The second paragraph seems out of place here. Move to relevant section.