

Proposal to Amend WKU Faculty Handbook: Substantive Change

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:

Section IV, B, 3, a, paragraph 3

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.

Insert in paragraph 3: **The department's tenured faculty serve as the Continuance Committee.**

In their second through fifth years at WKU, tenure-track faculty are asked to submit materials early in September for consideration by the Continuance Committee. The department's tenured faculty serve as the Continuance Committee, excluding any spouse/domestic partner of the faculty member seeking tenure or continuance in the department. The Department Head is a non-voting member of the committee.

Continuance materials usually include, but are not limited to syllabi, examinations, SITE evaluations, activity reports, and publications and submitted materials shall comply with the department's continuance policy.

The Department Head shall convene the committee and the committee members shall select a chair. Any committee member may comment on the candidate. The committee then votes for or against continuance by secret ballot.

Tenured faculty members who are unable to be present at the meeting must notify the department head in advance and may submit a sealed envelope with a separate ballot for each person under review,

For Senate Use only

- SEC meeting date: _
- SEC action:
- Handbook Committee notification of submission ☐
- Standing Committee action (if applicable):
- Senate meeting date (if applicable):
- Senate action (if applicable):
- Provost action (if applicable):
- Handbook Committee Action (if applicable):

which will be opened by the committee chair and included in the vote tally.

The committee chair will send a memorandum to the department head in which the faculty discussion is summarized and the vote count reported. The department head will then inform in writing each candidate for continuance of the results of his or her vote. Candidates may submit responses to the Committee's vote that will accompany the Department Head's recommendation to the Dean.

3. Rationale for amendment: This codifies existing practice in departments and colleges for tenured faculty review of candidates for continuance. This does not change powers currently held by department heads, deans, or provost to make their own recommendations as the process continues.