

## Proposal to Amend WKU Faculty Handbook

Section(s) to be amended: IV.B.3

Corresponding page number(s): 38

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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: IV.B.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.

**Current:**

### IV.B.3. Policies and Procedures for Continuance and Tenure Recommendations:

- a. In addition to the regular annual evaluations of all faculty members, tenure-eligible faculty members will be evaluated each year on their progress toward tenure. The purpose of this evaluation is to determine whether there has been sufficient progress toward tenure to justify continuation of the faculty member.

Each year, from the first year of appointment through the year preceding the mandatory year for tenure consideration, tenure-eligible faculty will submit continuance materials to the department chair/director for consideration by the continuance committee. The requirement for submission of continuance materials also applies to tenure-eligible faculty members who anticipate applying for tenure prior to the mandatory year.

Materials shall be submitted by January 25 of the first year of appointment and by August 20 for each subsequent year.

Continuance materials usually include, but are not limited to syllabi, examinations, SITE evaluations, activity reports, publications, creative works and evidence of service activities. The contents of any accompanying materials — for example a

letter of appointment and workload assignments — used in the committee's deliberations and of all materials accompanying its recommendation shall remain strictly confidential, except as they are conveyed to members of the faculty and administration whose duties require knowledge of the information.

Submitted materials shall comply with the department's continuance policy.

The department's tenured faculty serves as the continuance committee. Committee membership shall be determined using the guidelines set forth in section III.E.2 and shall be comprised of tenured faculty only. The following individuals are excluded from service on continuance committees: 1) Any faculty member having a conflict of interest as defined in Section II.X; 2) Individuals who serve as the chair of another department within the candidate's college; and 3) Any university official with a subsequent role in the promotion process (the dean of that college, the provost, the president) and any individual with an executive/administrative appointment who reports directly to one of those university officials.

The department chair/director is a non-voting member of the committee. The department chair/director shall convene the committee and the committee members shall select a chair. Any committee member may comment on the candidate's materials. The committee then votes for or against continuance by secret ballot.

Tenured faculty members who are unable to participate in person or via electronic means in the meeting must notify the department chair/director in advance and may submit a sealed envelope with comments for each person under review, which will be shared with the department chair/director and with committee. Anyone participating in the meeting from a remote location must ensure the confidentiality of the meeting.

Absentee ballots can be cast. However, committee members intending to submit absentee ballots must notify the department chair/director in advance. And the department chair/director must establish a deadline prior to the committee meeting for submitting absentee ballots. Those ballots must remain sealed until the committee chair tallies ballots.

The department/division's Continuance/Tenure (Promotion) Committee meets to review all evaluation materials and to vote on the candidate. Once the committee has met, the committee chair will provide a written memorandum to the department chair/director. This memorandum must include the recommendation of the committee, the number of faculty eligible to serve on the committee, the number of committee members voting, the actual vote count and a summary of the faculty discussion. The memorandum may also provide additional information deemed relevant to the committee's decision. The committee will be given the opportunity to review, revise and approve the memorandum. By September 4 (February 1 for the first-year evaluation), the committee chair will send this memorandum to the department chair/director.

By September 14 (February 9 for the first-year evaluation), the department chair/director will provide the candidate with a continuation evaluation in which

the candidate's strengths and weaknesses in performance, as noted by the committee and/or the department chair/director, will be clearly identified, documented, and explained. This evaluation will include:

- the committee's vote and the committee's memorandum in full
- the department chair/director's continuance evaluation.

The candidate will be given an opportunity to meet with the department chair/director and send to the department chair/director and dean a response to these evaluations by September 20 (February 15 for the first-year evaluation).

The department chair/director's evaluation and recommendation will be submitted to the college dean no later than September 20 (February 15 for the first-year evaluation). The department chair/director's recommendation to the dean will include:

- the result of the continuance committee's vote
- the committee's memorandum in full
- the department chair/director's continuance evaluation

In case of a negative recommendation, the department chair/director will inform the faculty member in writing.

The dean's recommendation shall be submitted to the Provost no later than September 30 (February 22 for the first-year evaluation). In case of a negative recommendation, the dean will notify the faculty member. The Provost will submit any negative recommendation to the President and to the faculty member by October 10 (March 1 for the first-year evaluation). The President will notify the faculty member of any decision for non-continuation on or before October 15 (March 1 for the first-year evaluation).

The probationary requirement may be satisfied through full-time faculty service for five (5) years as an assistant professor or above at WKU. Review typically occurs at the beginning of the sixth full year. Under exceptional circumstances, the University may consider tenure in less than the usual probationary time. Authorized leaves of absences will not be credited toward eligibility for tenure unless otherwise specified at the time they are taken.

### **Proposed Revision:**

#### **IV.B.3. Policies and Procedures for Continuance and Tenure Recommendations:**

- a. In addition to the regular annual evaluations of all faculty members, tenure-eligible faculty members will be evaluated each year on their progress toward tenure. The purpose of this evaluation is to determine whether there has been sufficient progress toward tenure to justify continuation of the faculty member.

Each year, from the first year of appointment through the year preceding the mandatory year for tenure consideration, tenure-eligible faculty will submit continuance materials to the department chair/director for consideration ~~by the continuance committee~~. The requirement for submission of continuance materials also applies to tenure-eligible faculty members who anticipate applying for tenure prior to the mandatory year.

Materials shall be submitted by January 25 of the first year of appointment (abbreviated review) and by August 20 for each subsequent year (full review).

For the January abbreviated review, tenure-eligible faculty will submit a brief narrative of progress during their first semester, an updated vita highlighting accomplishments, and a response to course evaluations. If chairs/directors are satisfied with progress, they will notify the faculty member and tenured departmental colleagues comprising the continuance committee. Chairs/directors will advance recommendation up the chain for dean and provost review. However, if chair/director believes the colleague has not made sufficient progress towards continuance during the first semester, they will convene the continuance committee for review, and the committee will make recommendation to continue or discontinue. Chair/director and committee recommendations will advance to the dean and provost for review as in the full review.

For subsequent, full reviews commencing in August, continuance materials usually include, but are not limited to syllabi, examinations, SITE evaluations, activity reports, publications, creative works and evidence of service activities. The contents of any accompanying materials — for example a letter of appointment and workload assignments — used in the committee's deliberations and of all materials accompanying its recommendation shall remain strictly confidential, except as they are conveyed to members of the faculty and administration whose duties require knowledge of the information. **Note: materials submitted for continuance should be identical to those submitted as part of the annual evaluation process.**

Submitted materials shall comply with the department's continuance policy.

The department's tenured faculty serves as the continuance committee. Committee membership shall be determined using the guidelines set forth in section III.E.2 and shall be comprised of tenured faculty only. The following individuals are excluded from service on continuance committees: 1) Any faculty member having a conflict of interest as defined in Section II.X; 2) Individuals who serve as the chair of another department within the candidate's college; and 3) Any university official with a subsequent role in the promotion process (the dean of that college, the provost, the president) and any individual with an executive/administrative appointment who reports directly to one of those university officials.

The department chair/director is a non-voting member of the committee. The department chair/director shall convene the committee and the committee members shall select a chair. Any committee member may comment on the candidate's materials. The committee then votes for or against continuance by

secret ballot.

Tenured faculty members who are unable to participate in person or via electronic means in the meeting must notify the department chair/director in advance and may submit a sealed envelope with comments for each person under review, which will be shared with the department chair/director and with committee. Anyone participating in the meeting from a remote location must ensure the confidentiality of the meeting.

Absentee ballots can be cast. However, committee members intending to submit absentee ballots must notify the department chair/director in advance. And the department chair/director must establish a deadline prior to the committee meeting for submitting absentee ballots. Those ballots must remain sealed until the committee chair tallies ballots.

The department/division's Continuance/Tenure (Promotion) Committee meets to review all evaluation materials and to vote on the candidate. Once the committee has met, the committee chair will provide a written memorandum to the department chair/director. This memorandum must include the recommendation of the committee, the number of faculty eligible to serve on the committee, the number of committee members voting, the actual vote count and a summary of the faculty discussion. The memorandum may also provide additional information deemed relevant to the committee's decision. The committee will be given the opportunity to review, revise and approve the memorandum. **For the full review, by September 4** ~~(February 1 for the first year evaluation)~~, the committee chair will send this memorandum to the department chair/director. **(When a chair/director recommends non-continuance as part of the abbreviated review and must call the continuance committee, the committee's recommendation is due by February 1.)**

By September 14 (February 9 for the first-year **abbreviated review evaluation**), the department chair/director will provide the candidate with a continuance ~~evaluation~~ **in which clearly identifying, documenting, and explaining** the candidate's strengths and weaknesses in **performance, any needed suggestions for improvement, and the chair/director's recommendation of whether or not the faculty member should be continued.** **The chair/director will attach the continuance committee's recommendation in full.** ~~—as noted by the committee and/or the department chair/director, will be clearly identified, documented, and explained. This evaluation will include:~~

- ~~• the committee's vote and the committee's memorandum in full~~
- ~~• the department chair/director's continuance evaluation.~~

The candidate will be given an opportunity to meet with the department chair/director and send to the department chair/director and dean a response to these evaluations by September 20 (February 15 for the first-year, **abbreviated evaluation**).

The department chair/director's evaluation and recommendation will be

submitted to the college dean no later than September 20 (February 15 for the first-year evaluation). The department chair/director's recommendation to the dean will include:

- ~~the result of the continuance committee's vote~~
- the committee's memorandum in full
- the department chair/director's continuance evaluation

In case of a negative recommendation, the department chair/director will inform the faculty member in writing.

The dean's recommendation shall be submitted to the Provost no later than September 30 (February 22 for the first-year, abbreviated evaluation). In case of a negative recommendation, the dean will notify the faculty member. The Provost will submit any negative recommendation to the President and to the faculty member by October 10 (March 1 for the first-year evaluation). The President will notify the faculty member of any decision for non-continuation on or before October 15 (March 1 for the first-year, abbreviated evaluation).

The probationary requirement may be satisfied through full-time faculty service for five (5) years as an assistant professor or above at WKU. Review typically occurs at the beginning of the sixth full year. Under exceptional circumstances, the University may consider tenure in less than the usual probationary time. Authorized leaves of absences will not be credited toward eligibility for tenure unless otherwise specified at the time they are taken.

### 3. Rationale for amendment:

This process was revised to account for the abbreviated review process for tenure-eligible faculty during the first year, and to remove some redundant language in light of a previous revision that requires that committee memos be given to tenure-eligible faculty.