

Proposal to Amend WKU Faculty Handbook

Section(s) to be amended: XII.Y.

Corresponding page number(s): 72

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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:

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:

XII.Y. Mail Service: A contract station of the U.S. Post Office is located on the ground floor of the Downing University Center.

Faculty members may rent private mailboxes or may use the campus mail service, which is provided for each department/school. For additional information, see: <http://www.wku.edu/postal>.

The University provides a Campus Mail Service to aid in the internal administrative efficiency of the University. This service, which provides for the delivery of written communications that pertain to recognized and authorized official University business, may be used only by members of the University faculty, the administrative staff, the Students Government Association, and other organizations budgeted by the University.

Proposed Revision:

~~**XII.Y. Mail Service:** A contract station of the U.S. Post Office is located on the ground floor of the Downing University Center.~~

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3. Rationale for revision:

Revision is necessary to reflect current mail services available.