



## **FACULTY HANDBOOK COMMITTEE BYLAWS**

The Handbook Committee may on its own initiative propose changes to the Handbook for submission to the Faculty Senate for review and approval. Further, the Handbook Committee may receive proposed changes to the Handbook that originated in other Faculty Senate committees and have been approved by the Faculty Senate and the Provost. The Committee reviews and incorporates approved changes in new Handbook editions, ensuring that the integrity and spirit of the change is maintained and is consistent with the existing Handbook. The Committee is also responsible for monitoring and recommending policies and procedures for future Handbook revisions.

### **1. Composition and Voting Procedures of the Handbook Committee:**

The Handbook Committee is composed of:

- a. the immediate past chair of the Faculty Senate, who may serve as chair;
- b. one tenured faculty member from each college of the University and the Library, selected by the faculty from each college and the Library, who may or may not be a senator; and
- c. three (3) at-large members appointed by the Senate who may or may not be tenured and who may or may not be a senator.

Selection of college representatives will be overseen by the Vice Chair of the Faculty Senate. If the immediate past Faculty Senate chair chooses not to serve as chair of the Handbook Committee, the current members of the Committee shall elect a chair from its membership no later than September 1<sup>st</sup>. The current chair of the Faculty Senate and a representative from the office of the Provost shall also be members of the Faculty Handbook Committee but shall not have a vote.

College representatives will serve two-year terms according to this schedule:

- a. College of Education and Behavioral Sciences: two years beginning in the fall of odd numbered years;
- b. College of Health and Human Services: two years beginning in the fall of even numbered years;
- c. Gordon Ford College of Business: two years beginning in the fall of odd numbered years;
- d. Library: two years beginning in the fall of even numbered years;
- e. Ogden College of Science and Engineering: two years beginning in the fall of odd numbered years; and



- f. Potter College of Arts & Letters: two years beginning in the fall of even numbered years.

At-Large Members will serve two-year terms.

- 2. The functions of the Handbook Committee shall be to:
  - a. maintain a record of all proposed revisions to the Faculty Handbook, whether or not approved, including the source, the content, and the approval authority of the revision;
  - b. incorporate changes to the Faculty Handbook recommended by the Faculty Senate and approved by the Provost; and,
  - c. ensure that the Faculty Handbook is widely and easily available to faculty and is up-to-date.
- 3. Substantive revisions include the addition, deletion or revision of policy or procedure. The process for substantive revision is as follows:
  - a. Proposals for substantive revision:
    - i. may be initiated by the Handbook Committee, by the Provost, or by any member of the faculty;
    - ii. must be submitted by a deadline established by the Handbook Committee;
    - iii. shall be received by the Faculty Senate Chair; and
    - iv. should conform to the following guidelines:
      - a) 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 sections of the Faculty Handbook;
      - b) a particular proposal contains no more than one alteration of substance; and
      - c) a brief explanation of the reason(s) for proposing that revision accompanies the proposal.
  - b. The proposed revision shall be placed by the Faculty Senate Chair on the action agenda for the next meeting of the Faculty Senate Executive Committee. The Faculty Senate Executive Committee shall review the proposed revision and:
    - i. May agree by simple majority to:
      - a) include the proposal on the action agenda for the next Faculty Senate meeting; or



- b) forward the proposal to one of its standing committees, an ad hoc committee or the Handbook Committee for additional review. Following this additional review, which is to be completed in a time frame appropriate to the magnitude of the revision, the proposal is returned to the Faculty Senate Executive Committee for continued disposition as in 3.a.
  - ii. shall inform the Handbook Committee of all proposed revisions for its records, whether or not they are approved for additional review. The Handbook Committee will maintain a list of all proposed revisions and track their disposition.
- c. For each recommended revision placed on the action agenda of the Faculty Senate, the Faculty Senate may vote to:
  - i. Approve and forward the recommendation to the Provost; or
  - ii. Not approve the recommendation and may return same to the referring committee with questions, comments or revisions. If the Faculty Senate returns the recommendation to the referring committee, the revision process must be initiated again pursuant to steps hereinabove.
- d. Upon written approval by the Provost, the revision:
  - i. will be referred to the Handbook Committee for incorporation into the Handbook by June 30 of the same academic year;
  - ii. will be referred to the President and the Board of Regents for final approval at the third quarterly meeting.
  - iii. will have an effective date of August 1 of the same calendar year.
- e. Editorial revisions include updates to the organizational structure, web addresses and names/titles as well as other similar non-substantive changes and may occur at the recommendation of any WKU employee. The process for editorial revision is as follows:
  - i. A proposal for editorial revision is forwarded to the Faculty Senate Chair.
  - ii. The Faculty Senate Chair places the proposal for editorial revision on the consent agenda of the first next meeting of the Faculty Senate.
  - iii. For each proposed revision placed on the consent agenda, the Faculty Senate may:
    - a) Approve the proposed revision to be immediately incorporated into the official Handbook; or
    - b) Remove the proposed revision from the consent agenda to the action agenda for discussion, and then:



- 1) Approve the proposed revision to be immediately incorporated by the Handbook Committee into the official Handbook; or
- 2) Disapprove the proposed revision and return same to the referring person/committee with questions, comments or revisions. If the Faculty Senate returns the proposed revision to the referring person/committee, the revision process must be initiated again as in steps hereinabove.