



School of Media & Communication

DATE: June 11, 2025

TO: Dr. Robert Hale
Associate Provost

FROM: Mac McKerral
Faculty Senate Chair

RE: Faculty handbook
III.C.1 and III.C.2 substantive change
Criteria for Individual Ranks

Rob:

This confirms the approval during its May 15, 2025, meeting of the Faculty Senate Recommendation for substantive changes regarding section III.C.1 and III.C.2 in the Faculty Handbook.

A handwritten signature in black ink, appearing to read 'Mac McKerral'.

A handwritten signature in black ink, appearing to read 'Approved - Robert F. Fischer'.

Proposal to Amend WKU Faculty Handbook: Substantive Change

2024-2025 (Criteria for Individual Ranks. III.C.1 and III.C.2)

Substantive change is defined as addition, deletion, or revision of policy or procedure.

Contact Name: Rob Hale

Date Submitted: 3-04-25

Contact Email address: rob.hale@wku.edu

Contact Phone number: 745-5776

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:

Current wording:

III.A. Criteria for Individual Ranks (Tenure Eligible):

[...]

III.C.1 Traditional Faculty Ranks

a. Professor:

- i. Academic/Professional Qualifications: the earned doctorate or appropriate terminal degree in the field, or a combination of academic credentials and professional experience recognized by the field and determined by the department/school college guidelines in accordance with Policy [1.111V](#), Evaluation of Faculty Credentials.
- ii. Academic Experience: a minimum of five years' service at the rank of associate professor before a faculty member is eligible to apply for promotion.
- iii. Sustained achievement appropriate to discipline for this rank in teaching effectiveness, research/creative activity, and University/public service.

b. Associate Professor:

- i. Academic/Professional Qualifications: the earned doctorate or appropriate terminal degree in the field, or a combination of academic credentials and professional experience recognized by the field and determined by the department/school college guidelines in accordance with Policy [1.111V](#), Evaluation of Faculty Credentials.
- ii. Academic Experience: a minimum of five years' service at the rank of assistant professor before a faculty member is eligible to apply for promotion.
- iii. Sustained achievement appropriate to discipline for this rank in teaching effectiveness, research/creative activity, and University/public service.

OR

- iv. Academic Qualifications: earned master's degree plus advanced graduate study equivalent to all

courses except dissertation (ABD) in the appropriate discipline in accordance with Policy [1.111V](#), Evaluation of Faculty Credentials.

- v. Academic Experience: a minimum of ten years' service at the rank of assistant professor before a faculty member is eligible to apply for promotion.
- vi. Sustained achievement appropriate for this rank in teaching effectiveness, research/creative activity, and University/public service.

c. Assistant Professor:

An individual serving in their initial academic appointment in the traditional track would be appointed at this rank.

- i. Academic/Professional Qualifications: the earned doctorate or appropriate terminal degree in the field, or a combination of academic credentials and professional experience recognized by the field and determined by the department/school college guidelines, or the master's degree plus at least twenty-four semester hours of graduate work related to the faculty member's academic area in accordance with Policy [1.111V](#), Evaluation of Faculty Credentials.

III.C.2. Pedagogical Faculty Ranks

a. Pedagogical Professor:

- i. Academic/Professional Qualifications: the earned doctorate, or appropriate terminal degree to the appointment, is required; substitutions to this requirement may not be made.
- ii. Academic experience: a minimum of five years' service at the rank of pedagogical associate professor before a faculty member is eligible to apply for promotion.
- iii. Sustained achievement appropriate to discipline for this rank in teaching effectiveness and university/public service. The university does not require pedagogical faculty to engage in scholarly research; however, pedagogical faculty are encouraged to contribute to the understanding and practice of teaching and to disseminate their contributions in publications, presentations, and other forms of dissemination.

b. Pedagogical Associate Professor:

- i. Academic/Professional Qualifications: the earned doctorate or appropriate terminal degree in the field, or a combination of academic credentials and professional experience recognized by the field and determined by the department /school/college guidelines in accordance with Policy [1.111V](#), Evaluation of Faculty Credentials.
- ii. Academic experience: a minimum of five years' service at the rank of pedagogical assistant professor before a faculty member is eligible to apply for promotion.
- iii. Sustained achievement appropriate to discipline for this rank in teaching effectiveness and university/public service. The university does not require pedagogical faculty to engage in scholarly research; however, pedagogical faculty are encouraged to contribute to the understanding and practice of teaching and to disseminate their contributions in publications, presentations, and other forms of dissemination.

OR

- iv. Academic Qualifications: earned master's degree in the appropriate field plus significant experience in teaching at the college level in accordance with Policy [1.111V](#), Evaluation of Faculty Credentials.
- v. Academic Experience: a minimum of ten years' service at the rank of pedagogical assistant professor before a faculty member is eligible to apply for promotion.

- vi. Sustained achievement appropriate to discipline for this rank in teaching effectiveness and university/public service. The university does not require pedagogical faculty to engage in scholarly research; however, pedagogical faculty are encouraged to contribute to the understanding and practice of teaching and to disseminate their contributions in publications, presentations, and other forms of dissemination.
- c. Pedagogical Assistant Professor:
- An individual serving in their initial academic appointment in the pedagogical track would be appointed at this rank.
- i. Academic/Professional Qualifications: the earned doctorate or appropriate terminal degree in the field, OR a master's degree in an appropriate field plus significant experience in teaching at the college level.
 - ii. The university does not require pedagogical faculty to engage in scholarly research; however, pedagogical faculty are encouraged to contribute to the understanding and practice of teaching and to disseminate their contributions in publications, presentations, and other forms of dissemination.

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.

Proposed:

III.A. Criteria for Individual Ranks (Tenure Eligible):

[...]

III.C.1 Traditional Faculty Ranks

- d. Professor:
 - i. Academic/Professional Qualifications: the earned doctorate or appropriate terminal degree in the field, or a combination of academic credentials and professional experience recognized by the field and determined by the department/school college guidelines in accordance with Policy [1.111V](#), Evaluation of Faculty Credentials.
 - ii. Academic Experience: a minimum of five years' service at the rank of associate professor before a faculty member is eligible to apply for promotion.
 - iii. Sustained achievement appropriate to discipline for this rank in teaching effectiveness, research/creative activity, and University/public service.
- e. Associate Professor:
 - i. Academic/Professional Qualifications: the earned doctorate or appropriate terminal degree in the field, or a combination of academic credentials (i.e., master's degree) and professional experience recognized by the field and determined by the department/school college guidelines in accordance with Policy [1.111V](#), Evaluation of Faculty Credentials.
 - ii. Academic Experience: a minimum of five years' service at the rank of assistant professor before a faculty member is eligible to apply for promotion.
 - iii. Sustained achievement appropriate to discipline for this rank in teaching effectiveness, research/creative activity, and University/public service.

f. Assistant Professor:

An individual serving in their initial academic appointment in the traditional track would be appointed at this rank.

- i. Academic/Professional Qualifications: the earned doctorate or appropriate terminal degree in the field, or a combination of academic credentials and professional experience recognized by the field and determined by the department/school college guidelines, or the master's degree plus at least twenty-four semester hours of graduate work related to the faculty member's academic area in accordance with Policy [1.111V](#), Evaluation of Faculty Credentials.

III.C.2. Pedagogical Faculty Ranks

d. Pedagogical Professor:

- i. Academic/Professional Qualifications: the earned doctorate, or appropriate terminal degree to the appointment, is required; substitutions to this requirement may not be made.
- ii. Academic experience: a minimum of five years' service at the rank of pedagogical associate professor before a faculty member is eligible to apply for promotion.
- iii. Sustained achievement appropriate to discipline for this rank in teaching effectiveness and university/public service. The university does not require pedagogical faculty to engage in scholarly research; however, pedagogical faculty are encouraged to contribute to the understanding and practice of teaching and to disseminate their contributions in publications, presentations, and other forms of dissemination.

e. Pedagogical Associate Professor:

- i. Academic/Professional Qualifications: the earned doctorate or appropriate terminal degree in the field, or a combination of academic credentials (i.e., master's degree) and professional experience recognized by the field and determined by the department /school/college guidelines in accordance with Policy [1.111V](#), Evaluation of Faculty Credentials.
- ii. Academic experience: a minimum of five years' service at the rank of pedagogical assistant professor before a faculty member is eligible to apply for promotion.
- iii. Sustained achievement appropriate to discipline for this rank in teaching effectiveness and university/public service. The university does not require pedagogical faculty to engage in scholarly research; however, pedagogical faculty are encouraged to contribute to the understanding and practice of teaching and to disseminate their contributions in publications, presentations, and other forms of dissemination.

f. Pedagogical Assistant Professor:

An individual serving in their initial academic appointment in the pedagogical track would be appointed at this rank.

- i. Academic/Professional Qualifications: the earned doctorate or appropriate terminal degree in the field, OR a master's degree in an appropriate field plus significant experience in teaching at the college level.
- ii. The university does not require pedagogical faculty to engage in scholarly research; however, pedagogical faculty are encouraged to contribute to the understanding and practice of teaching and to disseminate their contributions in publications, presentations, and other forms of dissemination.