



School of Media & Communication

**DATE:** June 11, 2025

**TO:** Dr. Robert Hale  
Associate Provost

**FROM:** Mac McKerral  
Faculty Senate Chair

**RE:** Faculty handbook  
XII.Y substantive change  
Mail Service

Rob:

This confirms the approval during its May 15, 2025, meeting of the Faculty Senate Recommendation for substantive changes regarding section XII.Y in the Faculty Handbook.

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

A handwritten signature in black ink that reads 'Approved - Robert Fischer'.

## Proposal to Amend WKU Faculty Handbook

Section(s) to be amended: XII.Y.  
Corresponding page number(s): 72  
Contact Name: Julie Shadoan Date Submitted: 4/25/25  
Contact Email address: julie.shadoan@wku.edu Contact Phone number: 745-2539

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.

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