

1981

UA35/1 Faculty Handbook, 10th Edition

WKU Provost

Follow this and additional works at: http://digitalcommons.wku.edu/dlsc_ua_records



Part of the [Higher Education Administration Commons](#)

Recommended Citation

WKU Provost, "UA35/1 Faculty Handbook, 10th Edition" (1981). *WKU Archives Records*. Paper 3210.
http://digitalcommons.wku.edu/dlsc_ua_records/3210

This Book is brought to you for free and open access by TopSCHOLAR®. It has been accepted for inclusion in WKU Archives Records by an authorized administrator of TopSCHOLAR®. For more information, please contact connie.foster@wku.edu.

5A7

WESTERN KENTUCKY UNIVERSITY
ARCHIVES

*faculty
handbook*



western kentucky university

10th edition, spring 1981

D2812

FOREWARD

WESTERN KENTUCKY UNIVERSITY
BOARD OF REGENTS

Dr. William G. Buckman	Bowling Green, Kentucky
Mr. Joe Bill Campbell	Bowling Green, Kentucky
Mr. Ronald W. Clark	Franklin, Kentucky
Mr. John David Cole	Bowling Green, Kentucky
Mrs. Patsy Judd	Burkesville, Kentucky
Mr. Steven Fuller	Quality, Kentucky
Mr. Michael N. Harreld	Louisville, Kentucky
Mr. Joseph Iracane	Owensboro, Kentucky
Mr. Hugh Poland	Guthrie, Kentucky
Mr. Ronald G. Sheffer	Henderson, Kentucky

The *Faculty Handbook* is designed to provide members of the faculty with general information about Western Kentucky University, its history, philosophy, organization, policies and procedures, faculty responsibilities and benefits, and various services and facilities. In the interests of brevity and economy, duplication of information available in other university publications is held to a minimum, and references are made to other sources such as the University Catalog. It is suggested that the faculty familiarize themselves with these other publications in order to be better informed about Western. Specifically, faculty are encouraged to be familiar with the publication *Western Kentucky University Governing Statutes-Rules-Policies*. A copy of this document is available in each department head's and dean's office.

As the institution is changing constantly, so must the policies and procedures of the University. The administration makes a concerted effort to keep the faculty informed of such changes. Suggestions on how future editions of the *Handbook* can be made more informative may be submitted at any time to the Office of the Vice President for Academic Affairs.

TABLE OF CONTENTS

History of Western	1
University Organization and Administration	3
Academic Organization	4
Committees	6
Institutional Policies—Faculty and Faculty-Related Activities	8
Professional Responsibilities and Functions	35
Academic Information	44
Personnel Policies and Services	55
Other Services	57
Miscellaneous Information	58
Appendix	65
Index	98

History of Western

As a public institution of higher learning, Western Kentucky University came into existence in 1906 when a bill was enacted by the Kentucky General Assembly creating a state normal school in Bowling Green headed by Dr. Henry Hardin Cherry. The name of the institution was changed by the Legislature in 1922 to Western Kentucky State Normal School and Teachers College. In 1930 the school's name was changed to Western Kentucky State Teachers College, and in 1948 it was changed to Western Kentucky State College. It became Western Kentucky University on June 16, 1966

From its beginning as a small state normal school with about 300 students and a dozen faculty members, Western has grown in both size and scope of academic programs. In recent years the school's growth has been phenomenal. Enrollment has grown from less than 1700 in the fall of 1955 to over 13,500 students in the fall of 1980. The faculty has grown from fewer than 100 in 1955 to over 600 in 1980 and the number of faculty holding the earned doctorate has advanced from under 25% to more than 56%. In 1955 Western offered two undergraduate degrees, and one graduate degree; currently the university offers three associate degrees, five baccalaureate degrees, six masters degrees, the specialist degree, and cooperative doctoral programs with the University of Kentucky and the University of Louisville. The number of fields in which students may pursue studies has increased substantially during the same period. (For more complete information on degrees and study available see the undergraduate, and graduate catalogs.)

The University physical plant likewise has undergone tremendous growth, expanding from a few classrooms and offices in one building in 1906 to a main campus of more than 66 modern buildings and approximately 200 acres. (For an up-to-date list and description of University physical facilities consult the *University Catalog*.)

Western's hilltop campus is located in Bowling Green (estimated population of 48,790) a rapidly growing, easily accessible city in Warren County (estimated population of 74,700) located in South Central Kentucky. Sixty miles north of Nashville, Tennessee, Bowling Green is the marketing and shopping center for a large area in Southern Kentucky. In the Central Time Zone, 509 feet above sea level, Bowling Green has a pleasant and stimulating climate. The average annual temperature is 57.6 degrees, with average temperatures of 78 degrees for the warmest month and 34.4 degrees for the coldest month. Although average rainfall is 50 inches, the sun shines

80% of the year and periods of extreme heat and cold are usually of only short duration.

Although its growth has been rapid and time has brought great changes, Western has never lost sight of its major objectives and purpose in higher education. Many of the ideals upon which the University was founded were expressed by Western's first President, Dr. Henry Hardin Cherry, and are still guiding principles today. For example, Dr. Cherry articulated these goals for Western:

- I. To be a live school and to impart to its students a burning zeal to do and to be something.
- II. To let the reputation of the school be sustained by real merit.
- III. To lead the student to understand that a broad and liberal education is essential to the highest degree of success in any endeavor in life. . .

Through the years the school has striven constantly to provide its students with varied educational opportunities within an academic climate intended to promote the legitimate objectives of liberal education, democratic citizenship, character development and the pursuit of excellence.

For an interesting and more detailed historical background of Western from beginning until 1938, read James P. Cornette's *A History of the Western Kentucky State Teachers College*, which is available in the University libraries.

University Organization and Administration

Board of Regents—As provided under state law, the governing body of Western Kentucky University is the Board of Regents, composed of eight members appointed by the Governor, a faculty regent elected by the faculty, and a student regent selected from the University student body by the students. Kentucky Revised Statute 164.350 provides in pertinent part as follows:

The government of (Western Kentucky University) is vested in its . . . board of regents. . . When its members have been appointed and qualified, (it) shall constitute a body corporate, with the usual corporate powers, and with all immunities, rights, privileges and franchises usually attaching to the governing bodies of education institutions.

President—The chief executive officer to whom the Board has delegated authority, as its agent, to direct, govern, and manage the affairs of the University and to make day-to-day decisions and judgments necessary to carry out that responsibility.

Vice President for Academic Affairs—Administrative officer who is responsible for instruction, research, and service and related academic affairs. The Vice President for Academic Affairs serves as chairman of the Academic Council and the Council of Academic Deans. Academic deans report to the Vice President for Academic Affairs.

Vice President for Administrative Affairs—Administrative officer who is responsible for supervision of various aspects of administrative programs including Athletics, Alumni Affairs, Health Services, Public Information, Student Affairs, and University-School Relations.

Vice President for Business Affairs—Administrative officer who is responsible for administration and supervision of the fiscal operation of the University including Accounts and Budgetary Control, Purchasing, Auxiliary and Business Services, Physical Plant and Facilities Management, Personnel Services, and Student Financial Aid.

President of the College Heights Foundation—Administrative

officer who directs the activities of the College Heights Foundation, a tax-exempt, non-profit organization founded at Western in 1923. The College Heights Foundation exists for the purpose of aiding qualifying, needy students. A major area of such help consists of emergency loans and scholarship awards. All gifts specified for the Memorial Fund of the College Heights Foundation are held in perpetuity, with all earnings being used in the student-assistance program. The current President of the Foundation is also President Emeritus of the University.

ACADEMIC ORGANIZATION

Organization for Instruction—The University is organized into six colleges under which are grouped related departments and programs. The colleges are the Bowling Green College of Business Administration, the College of Applied Arts and Health, the College of Education, the Graduate College, the Ogden College of Science and Technology and the Potter College of Arts and Humanities.

Each college is administered by a dean and each department by a department head. In an effort to keep lines of communication open and to encourage free exchange of views and ideas, meetings of department heads, college faculties, and departmental faculties are held periodically throughout the year.

A copy of the approved budget of each department is filed with the department head and the dean of each college. Included in this budget, for the benefit of the faculty members, is an allocation for purchase of instructional supplies and materials, equipment maintenance, office supplies, classroom supplies, travel, and capital outlay.

The Academic Council—The Academic Council is a major initiator of academic policy recommendation within the University. The Council is composed of fifty-nine voting members, including forty-one elected faculty members, six student members representing the six colleges, and twelve ex-officio members. The Council functions and qualifications for membership are described briefly below.

The Academic Council is comprised of representatives from the faculty, student body and administration. It is the principal agency for curriculum review and control and for the determination of degree requirements, standards of scholastic achievement and rules governing faculty-student relations.

The complete Charter of the Academic Council is included in the Appendix.

Faculty Senate—The Faculty Senate at Western Kentucky University is an elected body of representatives from the faculty whose

functions are to provide a forum for the concerns and interests of the university-wide faculty community, to furnish advice and recommendations with reference to policies that pertain to the faculty and to make available to the University the expertise of the faculty on appropriate matters. The complete Constitution of the Faculty Senate is included in the Appendix.

Council of Academic Deans—The council of Academic Deans is composed of the Vice President for Academic Affairs (who serves as chairman), the Deans of the Colleges of Business Administration, Applied Arts and Health, Education, Science and Technology, and Arts and Humanities, the Dean of Public Service and Continuing Education, the Dean of the Graduate College, the Dean of Academic Services, the Dean of Scholastic Development, the Associate Vice President for Academic Affairs, and the Assistant Vice President for Academic Affairs. The Council provides leadership and coordination for the academic affairs of the University.

Administrative Council—The Administrative Council includes officials for the major administrative units of the University. The Council includes the President of the University, who serves as chairman; the Assistant to the President for Resources Management and Director of the Budget; the Director of Development; the University Attorney; the Assistant to the President; the Vice President for Business Affairs; the Vice President for Administrative Affairs; the Vice President for Academic Affairs; the Associate Vice President for Academic Affairs; the Assistant Vice President for Academic Affairs; the Dean of Student Affairs; the Dean of Academic Services; the Dean of the College of Business Administration; the Dean of the College of Applied Arts and Health; the Dean of the College of Education; the Dean of the Graduate College; the Dean of Ogden College of Science and Technology; the Dean of Potter College of Arts and Humanities; the Dean of Public Service and Continuing Education; and the Dean of Scholastic Development.

The Graduate Council—The Graduate Council has general supervision and control over all matters of graduate instruction, including admission and degree requirements, curricula, Graduate Faculty membership, and general academic regulations. The Graduate Council submits recommendations concerning initiation or revision of graduate courses and programs through the Academic Council to the President and the Board of Regents. The Council is composed of the Dean of the Graduate College as chairperson, two faculty members from each of the five academic colleges offering graduate courses elected from the graduate faculty of their college, and two graduate

students representing two separate academic colleges elected by the graduate students of the University.

COMMITTEES

University Curriculum Committees—Four university-wide curriculum committees review and approve curriculum proposals within their specialized academic areas and exercise general supervision of the total curricula under their jurisdiction. Recommendations from these committees are forwarded to the Academic Council. These committees and their respective composition are outlined below:

Teacher Education Committee—All matters curricular or otherwise relating to teacher education programs must be reviewed and approved by this committee prior to consideration by the Graduate Council or the Academic Council

Ex-officio membership

- Dean of the College of Education, chairman
- Head, Department of Secondary Education
- Head, Department of Elementary Education
- The University Registrar
- One Academic director from the graduate professional education programs (to be rotated annually)
- One department head or academic director from other professional education programs (to be rotated annually)

Faculty membership

- One faculty member from each college curriculum committee
- One member from the Graduate Council
- One member from the Academic Council

Associate membership

- All other academic deans with University-wide responsibilities.

Health Programs Committee—This committee is chaired by the Dean of the College of Applied Arts and Health and has representatives from those departments in the College of Applied Arts and Health and other colleges that have health-related programs. The committee reviews all new programs, program revisions, or expansion of individual courses of study in the health area.

Technology Programs Committee—This committee is chaired by the University Coordinator of Technology Programs and has representatives from the departments of Industrial Education and Technology, Engineering Technology, Agriculture, and Physics and Astronomy. The committee reviews and approves all new programs,

program revisions, and new courses in the technical programs of the areas outlined above and facilitates coordination of technology programs.

College Curriculum Committees—Curriculum committees for the Colleges of Business Administration, Applied Arts and Health, Education, Arts and Humanities, and Science and Technology initially consider proposals for curriculum expansion or revision from academic departments or curricular areas within their respective colleges. Each college curriculum committee is composed of the dean of the respective college, the department heads within the college, the directors of other divisions or offices within the college, and one elected faculty member from each department in the college. Each college also has a graduate curriculum committee to review graduate related matters and make recommendations to the Graduate Council.

Other Committees—Numerous university-wide committees and a variety of special and ad hoc committees are coordinated by a university-wide Committee on Committees. The Vice President for Administrative Affairs serves as chairman, and faculty-staff with questions concerning such committees should direct their concerns to that office.

There are numerous college, departmental or other unit committees. Information concerning these committees can be obtained from the administrative office involved.

Standing Committees of the Academic Council

- Rules Committee
- General Education Committee
- Academic Requirements and Regulations Committee

Standing Committees of the Faculty Senate

- Executive Committee
- By-Laws, Amendments and Elections Committee
- Faculty Status and Welfare Committee
- Professional Responsibilities and Concerns Committee
- Institutional Goals and Planning Committee
- Fiscal Affairs Committee
- Academic Affairs Committee

Institutional Policies-Faculty and Faculty-Related Activities

FACULTY APPOINTMENTS

Appointment Process—Appointments of faculty and staff are made by the Board of Regents. Interim appointments may be made by the President subject to ratification by the Board of Regents if the appointment has not been previously so approved. Recommendations to the Board for new faculty and staff member appointments are developed through a cooperative procedure involving department heads, college deans, the Vice President for Academic Affairs, and the President. Incumbent faculty members may be involved in the interview phase of recruitment. Normally, recommendations to the Board are made only after the candidates are interviewed, recommended by their department head, the college dean, the Vice President for Academic Affairs, and approved by the President.

What is generally referred to as the contract, outlining the specific terms of employment at Western, actually consists of the complete correspondence between the President and the prospective faculty member. Unless otherwise specifically stated in writing, new faculty members receive temporary probational appointments for the duration of one academic year. Notice of appointment is by letter from the President. Enclosed with the letter is a form to be signed by the recipient and returned to the President indicating acceptance or rejection of the terms of employment.

Rank—Faculty Rank at Western Kentucky University is determined on the basis of criteria recommended by a faculty committee of the University and adopted by the Board of Regents. The criteria are as follows:

I. General Principles

A. Introductory Statement:

Faculty rank and promotions are to be determined objectively and impartially on the basis of merit. It is understood that the criteria stated below will serve as a guide in the assignment of academic rank. Justifiable exceptions to these principles may be made in extreme situations.

B. Factors Governing Employment and/or Promotions of Each Candidate:

1. Acceptable character and personality.

2. Loyalty to the policies of the University.
 3. Evidence of professional interest and growth.
 4. Evidence of effective teaching or service.
- C. To consider the evidence of faculty members for promotion in rank, periodic evaluations are made by the department head, the dean of the college, and the Vice President for Academic Affairs. Recommendations based upon these evaluations are forwarded to the President after review by the Council of Academic Deans. The President has the responsibility of making recommendations to the Board of Regents for final approval.

II. Specific Criteria for Individual Ranks

A. Professor

1. Academic qualifications: Earned doctorate.
2. Experience: A minimum of seven years' college teaching.
3. Demonstration of an unusual degree of skill in effective teaching, research, creative work, or faculty service.

B. Associate Professor

1. Academic qualifications: Doctorate or two or more years of advanced work above the master's level largely in one field of concentration. (Academic requirements above the master's level may be waived provided the individual has had a minimum of eight years' experience, five of which must be gained in this institution, and has made an outstanding contribution to this university).
2. Experience
 - a. If academic qualifications include a doctorate, three years' acceptable experience in the field in which he is employed.
 - b. If academic qualifications are less than a doctorate, five years' acceptable experience in the field in which he is employed.
3. Demonstrated ability to do scholarly or creative work or an established reputation in the teaching field.

C. Assistant Professor

1. Academic qualifications: Doctorate or one or more years of advanced work above the master's level largely in one field of concentration. (Academic requirements above the master's level may be waived provided the individual has had a minimum of five years successful teaching experience, or has made an outstanding contribution to this university).
2. Experience:
 - a. If academic qualifications include a doctorate, formal teaching experience may be waived.
 - b. If academic qualifications are less than a doctorate, three

years' acceptable experience in the field in which he is employed.

D. Instructor

1. Academic qualifications: Master's degree or the equivalent.
2. Experience: Successful experience up to three years in a teaching or supervisory capacity is advisable.

E. Associate Instructor

Academic qualifications: Bachelor's degree and demonstrated ability in the field for which the candidate is employed.

F. Assistant Instructor

Academic qualifications: Sufficient specialized training in the field to qualify for a special assignment.

SPECIAL FACULTY APPOINTMENTS

PART-TIME

University Lecturer—This is a special appointment for individuals qualified to teach University classes who are employed on a part-time basis. The University's regular guidelines for faculty rank and tenure and the provisions of the Kentucky Retirement System do not apply to these employees.

The following guidelines are to be applied in the employment of these personnel:

- | | |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GRADE I | Persons employed in this category should hold at least a bachelor's degree and have a minimum of three years related experience or hold the master's degree. |
| GRADE II | Persons employed in this grade should hold at least the master's degree and have 3-5 years teaching experience or have other special training and experience related to the teaching position. |
| GRADE III | Persons employed in this grade should hold at least the master's degree and have 5 years or more teaching experience, hold other degrees or certifications (Ed.S., CPA, CPE., etc.) or special qualifications, or hold a doctorate with less than 7 years teaching experience. |
| GRADE IV | Persons employed in this grade should hold the doctorate and have a minimum of 7 years teaching experience or other special qualifications applicable to their teaching role. |

Teaching Experience—In the establishment of equivalent experience for purposes of stipend determinations, the teaching of four courses (12 semester hours) as a University Lecturer constitute one year's experience. Years of service as a University Lecturer do not count toward consideration of tenure.

Prior related experience counts as follows:

- | | |
|---------------------------------------------------------------------|----------|
| A. One year teaching full-time in another college or university | = 1 year |
| B. One year teaching full-time at the secondary or elementary level | = ½ year |
| C. One year in government, business or industry | = ½ year |
| D. One year as a graduate teaching assistant | = ¼ year |

Special Benefits:

- A. I.D. card for Library and Bookstore privileges.
- B. A temporary faculty-staff parking permit is issued for the duration of the part-time employment.

Maximum Load:

Part-time personnel shall not be employed to teach more than 9 hours at the undergraduate or six hours at the graduate level per semester.

OTHER SPECIAL FACULTY APPOINTMENTS:

Visiting Professor—This is a special appointment designed particularly for academic personnel who are qualified for such a position at Western Kentucky University by virtue of educational service elsewhere. There is no age limit. Participation in the Kentucky Retirement System is determined according to eligibility and whether vestiture would be possible. This is a one-year appointment subject to renewal.

Distinguished Visiting Professor—This is a special appointment designed for academic persons of particularly outstanding service elsewhere. There is no age limit. Participation in the Kentucky Retirement System is determined according to eligibility and whether vestiture would be possible. This is a one-year appointment subject to renewal.

Appointee in Residence—This is an appointment designed for persons particularly distinguished in their fields such as artist in residence, author in residence, musician in residence, sculptor in residence, or scientist in residence.

Adjunct Professor—This is an appointment designed for persons of established reputation or distinction in their field for the specific purpose of enabling them to work with graduate students or as members of special research teams, or to offer special instruction in their discipline. Adjunct Professors will receive no salary unless it is separately contracted, and shall not be entitled to tenure or other faculty benefits unless specifically authorized. Appointments are to be on an annual basis and are subject to renewal.

TENURE POLICY

I. Introduction

1. Tenure is a means to achieve such goals as:
 - a. Freedom of teaching and research (for the University's statement on academic freedom, see page 35)
 - b. A sufficient degree of economic security to make the profession attractive to men and women of ability.
 - c. Institutional continuity and stability through a substantial contingent of faculty with long-range commitment to Western Kentucky University.
2. The development and retention of an increasingly competent faculty is an objective of Western Kentucky University to which tenure makes a significant contribution. While length of service determines one's eligibility to be recommended for tenure, tenure will be granted only to those faculty members with the rank of Assistant Professor or above at Western who have attained the educational qualifications specified for the positions they hold and who demonstrate outstanding performance in ably carrying out their professional responsibilities during the probationary period.

II. Faculty Tenure Appointment Policy

1. Decisions concerning tenure will be based on performance in the following categories: instructional activities, other scholarly activities, and service to and for the University. It is understood that the faculty member should cooperate in working with colleagues in carrying out the University's educational mission. The following general statements will serve as guidelines for evaluating the faculty member's performance in assigned responsibilities.

The evaluation of instructional performance considers factors including knowledge of subject matter, teaching effectiveness, student advisement, and curriculum development.

The evaluation of other scholarly activities considers factors including the individual's activities and achievements in areas such as research, publications, program participation at professional meetings, creative activity, and work toward a terminal degree (if the degree is a requirement for the position).

The evaluation of service to and for the University considers factors including committee work, student-related activities, and public and community service. Public and community service should be related to the special competencies of the individual and be an extension of the faculty member's role as scholar-teacher.

2. Full-time faculty members appointed to tenurable positions at the rank of Assistant Professor, Associate Professor, or Professor are employed with the understanding that there will be a probationary period. Faculty members appointed at the rank of Instructor are employed on an annual contract and are not eligible for tenure at that rank.

The probationary requirement may be satisfied through full-time faculty service as follows:

- a. Six years as an Assistant Professor or above at Western Kentucky University.
- b. Five years at the rank of Assistant Professor or above at Western plus two or more years at the rank of Instructor at Western or two or more years at the rank of Assistant Professor or above at another university or college.

The faculty member will be notified of the decision regarding tenure by May 15 of the final probationary year. There will be no extension of the probationary period. However, the University may offer a maximum of two annual appointments without tenure thereafter upon its determination that such action is in the best interest of the institution.

3. At the discretion of the University, newly established positions or positions becoming vacant through retirement or resignation may be designated as contingency positions not leading to tenure. Years of service in such positions may be considered toward tenure only when the faculty member is transferred to a tenurable faculty position.
4. A recommendation concerning tenure is made by the department head (or heads in case of joint appointments). The department head's recommendation shall be forwarded to the college dean after

the department head has given each tenured faculty member of the department an opportunity to submit written advisory opinions to accompany the tenure recommendation. The academic dean shall submit a recommendation to the Vice President for Academic Affairs. The Vice President for Academic Affairs has the responsibility for making a recommendation to the President, who is responsible for submitting a recommendation to the Board of Regents for final consideration.

5. An appointment during the probationary period is for one year. A faculty member being appointed by Western Kentucky University is not assured of employment after the initial term of appointment. The faculty member will be notified by March 1 if the faculty member is not to be reappointed for the second year. The faculty member will be notified by December 15 of the second annual appointment if the faculty member is not to be reappointed for a third year. Thereafter, the faculty member will be notified by October 1 if the faculty member is not to be reappointed for the following year.
6. Employment after age 65 will be on an annual contract with tenure no longer being in effect. This requirement will not be effective after June 30, 1982.
7. Any tenured appointment made other than as provided above shall require written justification showing that such action will serve the best interest of an academic program or programs and shall follow the established recommendation procedure as stated in II. 4.

III. Advisory Committee on Faculty Continuance

The President is authorized to establish within the University, an Advisory Committee on Faculty Continuance. Its functions and duties shall be those outlined in the Procedure for Review of Non-Reappointment Recommendations and the Procedure for Dismissal (see sections IV and V).

A list of eligible tenured faculty members assigned to full-time teaching, research, and/or academic service duties, other than the faculty regent, shall be selected as follows:

- a. Every two years, each Academic Department shall elect one eligible faculty member;
- b. Nominees shall be elected by secret ballot by all members of the faculty unit holding academic rank as defined in the Faculty and

- Staff Handbook;
- c. The election of nominees shall be conducted under rules and procedures developed by the Rules Committee of the Academic Council; and
 - d. Persons elected as nominees eligible for appointment shall remain on the eligible list for a period of two academic years, and may be re-elected.

The committee shall be a standing committee consisting of five (5) tenured faculty members. Membership on the committee shall be selected from the list by lot. A faculty member shall not participate in a case involving a faculty member from the same department; and a member chosen shall remove himself/herself either at the request of the party or on his/her own initiative, if he/she deems himself/herself disqualified because of bias or interest. Each party shall have a maximum of two (2) challenges without stated cause. Supplementary selections and lists shall proceed in the same manner until an accepted committee is constituted.

The committee shall designate one (1) member as Chairman.

IV. Procedure for Review of Non-Reappointment Recommendations

Each appointment of a faculty member during the probationary period continues only for the limited term specified in the appointment document. There is no obligation to appoint for another such term. Each such appointment terminates without further action on the expiration date specified in the appointment document, unless renewed.

If a decision is made not to recommend reappointment of a faculty member upon expiration of any appointment during the probationary period, the President shall provide the affected faculty member official written notice as follows:

- a. By March 1 of the first appointment;
- b. By December 15 of the second appointment; and
- c. Thereafter, by October 1.

The University is not obligated to furnish a statement of reasons for the decision not to recommend reappointment of a faculty member for another term during the probationary period, and it is the policy of the University not to furnish a written statement of reasons for such a decision. However, it is the policy of the University that, upon request

of the faculty member, the Department Head and Dean of the College and Academic Vice President will arrange a conference with the faculty member to discuss informally the circumstances surrounding the non-reappointment. If this conference fails to satisfy the faculty member, the President will have a related conference with the faculty member upon request.

If a faculty member on non-tenured appointment has received official notice of a decision not to recommend reappointment and the faculty member has factual information as grounds upon which it is claimed that the decision not to recommend reappointment was arbitrary or capricious or was based on considerations that violate constitutionally protected rights or interests; e.g., consideration of race, sex, national origin, exercise of free speech, association, etc., a may be filed with the Head of the Department or office to which the faculty member is assigned.

The complaint shall be in writing and be filed within thirty (30) days after receipt of official notice. It shall be accompanied by a written, signed statement that the faculty member agrees that the authorities who made the decision not to recommend reappointment may present information in support of the decision for the purpose of confidential consideration by members of the Advisory Committee on Faculty Continuance in the event the complaint is referred to it.

The President may cause the complaint to be set for formal evidentiary hearing. As an alternative, the President may refer the complaint to the Advisory Committee on Faculty Continuance for preliminary inquiry, consultation, and its reasoned advice and recommendation. The Committee will seek to settle the matter by preliminary inquiry, consultation, discussion, and confidential mediation.

If the difficulty is unresolved informally within three weeks from the receipt of the complaint, the committee shall furnish the President with a written report containing its advice and recommendation as to whether or not the President should cause the matter to be set for formal evidentiary hearing. The report shall include a statement of the committee's specific reasons in support of its advice and recommendation.

Upon the recommendation of the committee, the President shall cause the matter to be heard by an ad hoc committee. The faculty member making the complaint herein is responsible for stating the specific grounds upon which the allegation is based and the burden of proof shall rest upon the complainant.

The ad hoc committee shall consist of five (5) members chosen by lot from the list of eligibles provided for in Part III. A member chosen shall remove himself/herself from the case either at the request of the party or on his/her own initiative if he/she deems himself/herself disqualified because of bias or interest. Each party shall have a

maximum of two challenges without stated cause. If the list shall be exhausted before an acceptable committee has been obtained, supplementary list selections will be made following the initial procedure. The committee shall select its own Chairman.

The committee will adhere to the following procedures:

1. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration will, insofar as it is possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.
2. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear, but the committee determines that the interests of justice require admission of his/her statement, the committee will identify the witness, disclose his/her statement and if possible provide for written interrogatories.
3. The hearing committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
4. The hearing committee will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
5. The findings of fact and the decision will be based solely on the hearing record.
6. Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or the administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board of Regents.

Upon conclusion of the hearing, the committee shall report its findings, conclusions, and recommendations to the President for transmittal to the Board of Regents. The Board of Regents will consider the record and the report and may either sustain the recommendation of the Committee or return the proceedings for reconsideration of specific objections made by the Board. The committee will then reconsider, taking into account the stated objection and receiving new evidence, if necessary. The Board of Regents will make the final decision after a study of the committee's reconsideration.

V. Procedure for Dismissal

A faculty member who has tenure or an unexpired probationary appointment may be dismissed only for cause. Statutory cause sufficient to support dismissal consists of incompetency, neglect of or refusal to perform duties, or immoral conduct. Under the provisions of Kentucky Revised Statutes 164.360, Board of Regents' proceedings for dismissal of a faculty member can be initiated only upon written charges preferred by the President and shall be decided upon in the manner provided therein.

In any case in which the President of the University has personal knowledge of information sufficient to make an informed judgement that a faculty member should be dismissed for cause, after informal notification of the faculty member involved, charges may be brought without further consultation as provided by Kentucky Revised Statutes 164.360 (3).

Any member of the University Community other than the President who desires to initiate charges in support of a proposed dismissal of a faculty member shall initiate the proposed dismissal with the Head of the Department or office to which the faculty member is assigned. The proposed dismissal shall be in the form of a written signed statement of the facts relied upon to support one or more of the statutory grounds for the proposed dismissal.

After informal notification of the faculty member involved, the Department Head shall evaluate the proposal and submit a written recommendation to the Dean of the College. The Dean of the College shall make an independent evaluation of the proposal and submit a written recommendation to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall make an independent evaluation and submit a written recommendation together with the entire file to the President of the University.

If the President of the University determines that dismissal for cause charges should be brought, charges shall be preferred as provided herein.

If the President of the University determines that additional information is needed in order to make an informed judgement as to whether or not to file charges, the file may be referred to the Advisory Committee on Faculty Continuance for preliminary inquiry, consultation, and its reasoned advice and recommendation.

A genuine effort will be made by the Committee to resolve the entire matter by informal methods of preliminary inquiry, consultation, discussion, and confidential mediation. If the difficulty is unresolved informally within the three weeks after receipt of the file, the Committee shall furnish the President with a written report containing its advice and recommendation as to whether or not the President should

prefer charges of cause for dismissal. The report shall contain a statement of the Committee's specific reasons in support of its advice and recommendation.

In any case in which the President decides that procedures for dismissal for cause are appropriate, the President shall forward to the Board of Regents a written recommendation of dismissal. The President's letter to the Board of Regents recommending dismissal is to be accompanied by a formal written complaint setting forth specifically the nature of the factual information constituting grounds for dismissal. A copy of the complaint will be sent to the faculty member who is being charged. In transmitting a copy of the complaint to the faculty member being charged, the President shall advise the faculty member of the following:

- a. That the attached charges have been preferred against the faculty member to the Board of Regents;
- b. That a written answer to the charges is required to be filed with the Secretary of the Board of Regents;
- c. That the faculty member's answer to the charges may be either an admission or a denial of the charges; and
- d. That the faculty member has a right to be heard by the Board of Regents and to present testimony personally or through counsel.

If the charged faculty member fails or refuses to file the required written answer to the charge with the Secretary of the Board of Regents within ten (10) days after receipt of notice of the charges, or if the faculty member's answer admits the charges, proceedings will terminate and an order of dismissal entered.

If a faculty member being charged files an answer denying the charges, a hearing by the Board will be set and heard at a designated place, time, and date, but not sooner than three weeks after written notice of the charges has been received by the faculty member.

The proceedings at the hearing shall be transcribed and permanent record kept of the charges, notices, and other actions.

The proceedings are not governed by formal, legal rules of procedure and evidence. The Board may consider any information of a kind that has probative value. The following agenda will be maintained:

- a. Entry of appearances of the parties and witnesses;
- b. Statement of charges by counsel for the University;
- c. Entry of the faculty member's denial of the charges;
- d. Presentation of evidence by the President or a designated representative;
- e. An opportunity for the faculty member or counsel to present evidence refuting the charges;

- f. A summation or statement on behalf of the University by the President or a designated representative or counsel; and
- g. A summation or statement by the charged faculty member or counsel;
- h. Decision and vote in executive session by the Board of Regents:
 - 1. Exonerating faculty member, or
 - 2. Approving the President's recommendations to dismiss faculty member, or
 - 3. Other appropriate sanctions.

If the Board of Regents decides to apply sanctions, the President shall issue a formal letter of notification and shall advise the appropriate officials of the University.

VI. Termination

A tenured appointment of a faculty member results in a commitment to successively reappoint the faculty member, except that a tenured faculty member may be terminated:

- 1. By retirement upon attainment of retirement age and otherwise qualifying therefor;
- 2. By resignation and acceptance thereof;
- 3. By a dismissal for cause;
- 4. By a decision of the Board of Regents that termination is necessary due to changed academic program needs resulting in a situation so that there is no longer a teaching position available within the University for which the faculty member is qualified; or,
- 5. By a decision of the Board of Regents that termination is necessary because of financial exigencies of the institution.

The term of a faculty appointment for one year may be terminated prior to the stated expiration date:

- 1. By resignation and acceptance thereof or
- 2. By dismissal for cause.

Causes for dismissal specified in Kentucky Revised Statutes 164.360 are incompetence, neglect of or refusal to perform duties, or immoral conduct.

VII. Procedure for Termination Due to Financial Exigency

The Board of Regents has a paramount statutory duty to the people of Kentucky to maintain a quality educational program, but within

the means of available financial resources as determined by the Council on Public Higher Education, the Governor, and the General Assembly. Accordingly, determination of the existence of financial exigency requiring economy measures is a prerogative reserved for the Board and will not be delegated.

However, the Board is fully aware of the fact that adjustments to financial crisis that include lay-off or termination of tenured faculty members is a matter of gravity and requires deliberate and thoroughly considered balancing of the public and private interests. Misunderstandings and disputes in such situations tend to dissipate the purpose, spirit, and academic climate of the institution, and to increase costs in time and money. Therefore, the Board of Regents will exercise its prerogative to terminate tenured appointments because of financial exigency only under severe conditions, and after a determination that alternative economy measures to maintain a quality education program are not feasible under the prevailing circumstances.

Determination that a financial exigency exists of sufficient severity to require layoffs and terminations will be made by the Board upon the basis of a thorough analysis of institutional needs and requirements, and available fiscal resources especially prepared by the President.

In making specific recommendations for termination of individual tenured faculty appointments required by financial exigency, the President shall take into account the following equitable considerations:

- 1. If funded vacancies exist, reasonable effort will be made to offer the tenured faculty member concerned another existing position within the institution for which the tenured faculty member is qualified by education and experience; and
- 2. In the event of the termination of a tenured faculty member, that faculty member will not be replaced:
 - a. For a period of two years by another person of comparable qualifications at the same or higher salary without first offering reinstatement to the terminated tenured faculty member and allowing a reasonable time for acceptance;
 - b. By another person at a reduced level of compensation without first having offered the opportunity to continue at the reduced compensation to the tenured faculty member concerned and allowing a reasonable time for acceptance.
- 3. In the event of decisions to terminate faculty as a result of financial exigency, unless serious program distortion would result, tenured faculty members will have preference of retention over non-tenured faculty members. The following sequence will be observed:

- a. Tenured faculty of superior academic rank would have preference of retention over tenured faculty of lesser rank.
- b. A faculty member who has attained tenure prior to another faculty member of the same rank would have preference of retention over the latter faculty member.
- c. If tenure and rank considerations are the same for two faculty members, i.e., they both were tenured on the same date, the faculty member with the longer period of employment with Western would have retention preference.

The President shall send to each tenured faculty member recommended for termination because of financial exigency a written notice of the Board's initial decision to make such termination. The notice shall include:

1. A statement of the basis for the initial decision to terminate tenured faculty members;
2. A description of the manner in which the decision to terminate this particular tenured faculty member was made; and,
3. A statement that the tenured faculty member will be provided an opportunity to have the particular decision affecting the faculty member reconsidered by the President with the advice of the Advisory Committee on Faculty Continuance.

The President shall also provide for disclosure to each such tenured faculty member and to the Advisory Committee on Faculty Continuance information and data upon which the institution based its initial decision that financial exigency required termination of tenured faculty members.

A tenured faculty member who receives official notice of termination because of financial exigency may secure reconsideration of the decision by filing a request with the President within thirty (30) days after receipt of notice.

A request shall be in writing and state facts that, if proved, would show that, given the chain of decisions which preceded the ultimate decision designating that tenured faculty member by name for termination, the ultimate decision was nevertheless arbitrary, capricious, or unreasonable.

The President shall refer the request to the Advisory Committee on Faculty Continuance for its reasoned advice and recommendation.

The Advisory Committee on Faculty Continuance shall proceed to consider the information furnished by the President to the tenured faculty member, and provide the tenured faculty member an opportunity to furnish it written information or statements tending to prove the accuracy and correctness of the facts stated in the request.

A genuine effort will be made to resolve the entire matter by informal methods of preliminary inquiry, consultation, discussion, and confidential mediation. No formal evidentiary hearing of an adversary nature will be conducted on such a complaint. If the difficulty is not resolved within three weeks, the Committee shall submit to the President a written report containing its advice and recommendation with a supporting statement of its specific reasons. After consideration of the report, the President shall make a recommendation to the Board.

VIII. Procedure for Termination or Lay-off Due to Changing Program Needs

As in the case of the determination of the existence of financial exigency, the Board of Regents is also aware that adjustments to program need changes require deliberate and thoughtful planning and discussion. Therefore, the Board of Regents will terminate tenured faculty appointments because of program need change only after a determination that such changes are necessary and desirable.

In making specific recommendations for termination of individual tenured faculty appointments required by changing program needs, the President shall take into account the following considerations:

1. If funded vacancies exist, reasonable effort will be made to offer the tenured faculty member concerned another existing position within the institution for which the tenured faculty member is qualified by education and experience; and
2. In the event of the termination of a tenured faculty member that faculty member will not be replaced:
 - a. For a period of two years by another person of comparable qualifications at the same or higher salary without first offering reinstatement to the terminated tenured faculty member and allowing a reasonable time for acceptance;
 - b. By another person at a reduced level of compensation without first having offered the opportunity to continue at the reduced compensation to the tenured faculty member concerned and allowing a reasonable time for acceptance.
3. In the event of decisions to terminate faculty as a result of changing program needs, unless serious program distortion would result, tenured faculty members will have preference of retention over non-tenured faculty members. The following sequence will be observed:
 - a. Tenured faculty of superior academic rank would have preference of retention over tenured faculty of lesser rank.
 - b. A faculty member who had attained tenure prior to another

faculty member of the same rank would have preference of retention over the latter faculty member.

- c. If tenure and rank considerations are the same for two faculty members, i.e., they both were tenured on the same date and were promoted to their current rank on the same date, the faculty member with the longer period of employment with Western would have retention preference.
4. Tenured faculty shall be given notification of one year beyond the date on the face of the current contract.

The President shall send to each tenured faculty member recommended for termination because of program need change notice of the Board's decision to terminate. The notice shall include a statement that the tenured faculty member will be provided an opportunity to have the particular decision affecting the tenured faculty member reconsidered by the President with the advice of the Advisory Committee on Faculty Continuance.

The President shall also provide for disclosure to each such tenured faculty member and to the Advisory Committee on Faculty Continuance information and data upon which the institution based its initial decision that changed program needs required termination of tenured faculty members.

A tenured faculty member who receives official notice of termination because of changed program needs may secure reconsideration of the decision by filing a request with the President within thirty (30) days after receipt of notice.

The request shall be in writing and state facts that, if proved, would show that, given the chain of decisions which preceded the ultimate decision designating that tenured faculty member by name for termination, the ultimate decision was nevertheless arbitrary, capricious, or unreasonable.

The President shall refer the request to the Advisory Committee on Faculty Continuance for its reasoned advice and recommendation.

The Advisory Committee on Faculty Continuance shall proceed to consider the information furnished by the President to the tenured faculty member, and provide the tenured faculty member an opportunity to furnish it written information or statements tending to prove the accuracy and correctness of the facts stated in the request.

A genuine effort will be made to resolve the entire matter by informal methods of preliminary inquiry, consultation, discussion, and confidential mediation. No formal evidentiary hearing of an adversary nature will be conducted on such a request. If the difficulty is not resolved within three weeks, the Committee shall submit to the President a written report containing its advice and recommendation with a supporting statement of its specific reasons. After consideration of

the report, the President shall make a recommendation to the Board.

Sabbatical Leaves—University policy provides for the granting of sabbatical leaves for the purpose of professional improvement of the faculty. Such leaves are not automatic with tenure or the accumulation of years of service and are regulated by budgetary, legal and other considerations.

To be eligible for a sabbatical leave, a faculty member shall have the rank of assistant professor or above, shall have tenure, and shall have completed six continuous full academic years of service at the University. Normally sabbatical leaves are granted for either one full semester at full pay or two semesters at one-half pay. Summer sabbaticals may be granted only with special approval in exceptional cases.

Applications for leaves must be submitted in writing during the Fall semester of the academic year preceding the date the leave would begin. The application must include a general outline of the applicant's proposed activities for the period of the leave, including some indication of their contribution to professional improvement, and must be endorsed by the department head.

Applications are forwarded to a College Sabbatical Review Committee composed of one representative elected from among the tenured faculty members of each department in the College. These committees will evaluate proposals and submit their recommendations as to the relative merits of the proposals to the respective college deans. Each dean shall then submit their recommendations to the Vice President for Academic Affairs for review. After consultation with the respective deans, the Vice President for Academic Affairs shall make recommendations to the President who is responsible for final recommendations to the Board of Regents for official approval.

Any major modification of plans by a leave recipient must be approved by the College Sabbatical Review Committee.

Faculty members holding administrative positions are eligible for sabbatical leaves, and a number of them proportionate to the number of eligible faculty members having no administrative duties receiving sabbaticals in any academic year may be recommended by the President to receive such leaves. The Council of Academic Deans shall serve as a review committee for administrative applications prior to their submission to the President for consideration.

Within thirty (30) days after completion of the sabbatical leave, the faculty member shall submit a written report to the Vice President for Academic Affairs with copies to the appropriate dean and department head on the activities engaged in during the leave period.

Summer Research and Study Fellowships—Faculty members who have served in a full-time capacity at Western for a minimum of two years are eligible to apply for research and study fellowships for

the summer term. Such fellowships are awarded on a competitive basis.

Proposals for summer research fellowships are to be submitted to the Faculty Research Committee for review by a date established and publicized by the Office of Academic Affairs each year. Fellowships may be renewable for a consecutive summer if deemed justifiable by the Research Committee.

Faculty members on leave status are not eligible to apply for a study or research grant. For purpose of eligibility, faculty members returning from sabbatical leaves must complete two full years of service before applying. Summer fellowships are not to be used for preparing theses or dissertations to meet degree requirements.

Summer fellowships are to be granted in the amount of one-half of the recipient's summer teaching stipend, but not to exceed \$1,200.

Faculty Evaluation—Decisions relative to salary increments, promotions, and tenure are initiated by department heads, reviewed by deans and the Vice President for Academic Affairs, and are made on the basis of recommendations to the President from the Vice President for Academic Affairs. The department heads evaluate their faculty members on the following bases: effectiveness as a teacher; relationship with students; relationship with colleagues; cooperation (in departmental, college, and university activities); research; public service; and continuing professional development. These recommendations are forwarded to the college dean, who makes a similar evaluation and forwards the recommendation and the department head's recommendation to the Vice President for Academic Affairs. Recommendations for promotion and/or tenure originate with the department head, the dean of the college, or the Vice President for Academic Affairs, who makes recommendations to the President. The President then makes recommendations to the Board of Regents which makes the final decisions in such matters.

Faculty and Staff Meetings—Meetings of the faculty and staff are held periodically. These meetings are devoted to matters of professional interest, announcements, and business affairs of concern to the University. Called meetings are held as circumstances require. It is an assigned responsibility for each member of the faculty and staff to be present at these meetings.

Graduate Faculty Selection—All courses offered for graduate credit at Western Kentucky University must be taught by graduate faculty. Categories of graduate faculty membership include:

1. Regular membership. To qualify for regular membership on the

- Graduate Faculty, the faculty member must:
- a. hold the appropriate terminal degree in the teaching field.
 - b. hold the rank of associate professor or above. (In cases where exceptional qualifications exist, an assistant professor may be appointed to regular membership.)
 - c. have at least three years' full-time teaching experience at the graduate level including a minimum of one year at Western.
 - d. provide evidence of competency (e.g., research or other creative works, publications, and/or service contributions) in teaching and directing the study of graduate students.
2. Associate membership. To qualify for associate membership on the Graduate Faculty, the faculty member must:
- a. hold the appropriate terminal degree in the teaching field.
 - b. hold the rank of assistant professor or above.
 - c. have at least one year's full-time teaching experience at the senior college level or provide evidence of appropriate related experience.
 - d. show promise of effective contribution to teaching and directing the study of graduate students.
3. Temporary membership. Faculty members who do not qualify for regular or associate membership may be recommended for temporary membership on the Graduate Faculty. Such members may teach 400-G level courses or may supervise 500-level practicum, clinical, or field work experiences provided they have the competence, experience, and appropriate certification. Temporary members may not serve on graduate committees or vote in graduate matters. New faculty who hold the earned terminal degree may be approved by the Graduate Council, upon appropriate recommendations, to teach courses (500 or above) open only to graduate students.
4. Adjunct membership. Qualified persons who teach graduate-level courses for Western Kentucky University but who are not full-time members of the University faculty are recommended for Adjunct membership on the Graduate Faculty. Adjunct membership includes the three ranks—Regular, Associate, and Temporary—as used for full-time W.K.U. faculty and carries the corresponding requirements and privileges, except in the cases where voting privileges, committee membership, etc., are restricted to full-time W.K.U. faculty.

Appointment Procedures: Recommendation of a new member is initiated by the department head with the concurrence of the graduate faculty of the department. The recommendation must then be approved by the college dean, who recommends the person to the Graduate Dean. The Graduate Dean makes recommendation to the

Graduate Council.

Requirements for continuation and/or change in status of membership:

1. Regular membership. Regular membership is subject to review at three-year intervals by the department head, the college dean, the Graduate Dean, and Graduate Council. However, recommendation for change in membership status may be made at any time.
2. Associate membership. Associate members are appointed for three-year periods. At the end of this period, the faculty member may be recommended for regular membership or may be continued as an associate member. However, recommendation for change in membership status may be made at any time.
3. Temporary membership. Temporary appointments are made for one year. Approval for reappointment shall be based upon such considerations as academic background, professional development, demonstrated success in teaching the courses involved, and success in related, non-academic experience.

Completion of Doctorate or Master's Degree—Faculty members who complete all requirements for the doctorate or master's degree after August 16 may receive the stipulated adjustment in their salary to the doctoral or master's level on October 1, November 1, February 1, or March 1. If the degree requirements are completed after March 1, the adjustment in salary will be effective on August 16 of the following academic year. The adjustment in the monthly salary will begin on the nearest date after the Office of Academic Affairs receives certification from the appropriate official of the Graduate School where the degree requirements have been completed.

Policy Concerning Faculty Members Holding Doctoral Positions Completing Doctoral Degrees—Before a faculty member working on the doctorate is appointed by Western to a position requiring a doctorate, the faculty member's graduate advisor should send a letter to Western stating the faculty member's progress and the probable date of completion of the doctoral degree. If the faculty member is hired before completing the degree, the original contract should state that a review separate from the regular annual evaluation be held during the fall semester of the second year at Western (if the faculty member is still employed at the time) to determine progress toward the completion of the degree. A final review concerning doctoral progress will be held during the fall semester of the third year. If the degree is not completed by the end of the third year, the faculty member will not be rehired for a doctoral position for the fourth year.

Guidelines on Faculty Load Responsibilities

1. Among the components of the total work load of the faculty member

are classroom and laboratory instruction, scholarly activities including research in class preparation and creative endeavors; student consultation and advising; assisting in the administration of the work of the department or college; service on departmental, college or University committees; representing the University in a service or consultative role to schools, governmental or outside agencies; and other duties incidental to the above or as assigned by the head of the department, dean of the college, Vice President for Academic Affairs, or the President. The contract stipulates that the faculty member will participate in the evening (or Saturday, or extension) instructional program(s) upon request of the department head.

2. The contract requires of the faculty member complete fulfillment of responsibilities to the academic objectives of the University, college, department, and discipline. Outside responsibilities or personal activities and interests must in no way conflict with the primary contractual obligations of the faculty member to the University. Outside professional obligations such as paid consulting or similar contractual endeavors may be assumed only upon the approval of the department head, the dean of the college, the Vice President for Academic Affairs, and when necessary the President and should in no way interfere with the faculty member meeting obligations to the University. Personal obligations which interfere with the faculty member fulfilling total faculty responsibilities must be avoided unless provision is made in a special, less-than-full-time contract.
3. The University provides the faculty member with office space to facilitate meeting professional responsibilities including participation in departmental and college business, consulting with, assisting and advising students, and scholarly activities. The maintenance of office hours for these purposes is a professional responsibility and hours should be sufficient to fulfill the aforementioned obligations.
4. The faculty member's normal teaching load is 24 semester hours per academic year.
5. Graduate faculty members who assume full-time responsibilities in graduate instruction have a teaching load assignment of 21 semester hours per academic year. Other load consideration for graduate faculty members shall be delimited by the guidelines applicable to special faculty assignments. (See number 7). In granting such assignments for graduate faculty involvement prime consideration should be given to faculty members who have the equivalent of a half-time faculty assignment in graduate level instruction. Load credit for the direction of theses will be weighted according to

the amount of faculty supervision required. A theses director may be granted a three-hour teaching load adjustment when a minimum of three theses have been directed or are actively in progress. A thesis may be counted only once toward a load adjustment.

6. Teaching load credit for laboratory courses and for special instructional programs in which semester hour equivalents are not applicable is computed according to an approved formula established by the University after the circumstances of the particular course of study are evaluated. Factors taken into consideration are the supervision required of the instructor, the number of laboratory assistants available, the level of instruction and similar factors. Twenty-four contact hours in laboratory-type classes are considered to constitute a full-time teaching load for a semester. Teaching load credit for the supervision of special readings, research and directed study courses may be assigned on the basis of one semester hour credit for each three students (9 student credit hours).
7. For the improvement of instruction, especially at the graduate level, and for the professional advancement of the faculty through research and service activities special faculty assignments may be approved on a limited basis in accordance with the following guidelines:
 - a. In evaluating the justification for teaching load adjustments or assignment of special assistance as a means of instructional improvement the department head and dean of the college may consider such factors as total student load, level of instruction, contact hours, number and complexity of course preparations, and other similar factors. Normally, a faculty member teaching nine semester hours would not be eligible for any additional load adjustment. The department head shall initiate and justify all recommendations for load reductions in this category to the dean of the college for his approval.
 - b. The dean of the college shall carefully evaluate the impact of such assignment on the educational program and class schedule of the department and if it is determined that a direct budgetary allocation is necessary, the approval of the Vice President for Academic Affairs will be required.
 - c. Normally, requests for a special assignment for a research or service activity are initiated by the faculty member who is required to present to the department head a comprehensive outline and statement of objectives for the proposed project. At the conclusion of a semester during which a special assignment has been pursued, the faculty member shall submit a full progress report to the department head and the college dean. A summary of these reports shall be submitted each semester by

the dean to the Vice President for Academic Affairs.

For the guidance of the department head and the dean of the the following factors are to be considered in addition to more specific merits of the research or service proposal:

- (1) The contribution that the activity will make to the professional career of the individual or to the educational mission of the University.
 - (2) The potential present for acquiring outside financial support for the project as a result of the special assignment.
 - (3) The implications of the proposal as it may relate to the University community or to the service region and the patrons of the University.
 - (4) The utilization of the project as an extension of the instructional process including the involvement of students in an educational context.
- d. To insure relative uniformity of the application of these guidelines, the following provisions shall apply to this category of faculty assignments:
 - (1) Within a month after the conclusion of registration, all such assignments shall be verified to the Vice President for Academic Affairs by the dean of the college.
 - (2) All special assignments for research and service activities shall be made on a tentative basis not later than two months prior to the registration date for the next semester. Such assignments may be finalized during the registration process. Preference shall be given to those projects which may be pursued during the semester of least enrollment for the particular department.
 - (3) As a rule-of-thumb all special faculty assignments in terms of total semester-hour load adjustment should not exceed 3.5 percent of the number of semester hours taught by the faculty of the University during the most recent comparable semester.
 - e. Special faculty assignments which involve an adjustment of teaching load for administrative responsibilities within a department or college fall in a separate category and must be approved in advance by the dean of the college and the Vice President for Academic Affairs.
8. Department heads normally teach six hours each semester depending upon the size and complexity of the program and staff in the department. Special circumstances may justify deviation from this guideline in which case the dean of the college should provide proper justification. Academic deans normally are expected to teach one class or the equivalent in other duties each semester. Associate and assistant deans teach from one-to-two classes each semester dependent upon the extent of their responsibilities. Assi-

sant or associate deans of colleges, department heads and academic directors will normally teach one class during the summer session.

9. In addition to the provisions of the special assignment category, load or salary consideration for research or service activities may be authorized under the following circumstances:

- a. When a funded project provides a budget for a portion of the faculty member's time;
- b. When a Summer Research Fellowship is granted by the University upon recommendation of the Faculty Research Committee to provide for a research assignment with stipend during a summer session.

Student-Teacher Ratio—The University feels that direct personal contact between the faculty and the student is essential to a sound education. For this reason, the University tries to maintain a teacher to student ratio which will allow such student-faculty interaction.

Course Syllabi or Outlines—Course outlines are submitted to the Academic Council when new courses are approved and filed with the Vice President for Academic Affairs and the dean of the college concerned. The scope and content of multi-section courses taught by more than one instructor are expected to be coordinated by the department head to insure relative uniformity.

Field Trips—Field trips which are listed as a part of the course description in the *University Catalog* are considered "regular field trips" and require only that the department head, the college dean and the Dean of Student Affairs be notified and provided a list of students making the trip. Trips not listed as a part of the catalog course description are "special field trips" and require approval through a "Request for Special Field Trip Approval" form. Copies of this approval form may be obtained from the departmental or college office.

It is important that each faculty member supervising any kind of a "field trip" ascertain that the trip constitutes an authorized University activity in accordance with the above paragraph. Participation in a non-authorized activity would expose the faculty member to the risk of personal legal liability.

Tests and Examinations—Testing and examining procedures are left largely to the individual instructor, but faculty members are expected to evaluate each student adequately so that a mid-term and final grade report can be made.

A schedule of final examinations is produced in the official class schedule bulletin at the beginning of each semester. All finals must be conducted at the periods scheduled unless special arrangements for

deviation from the schedule have been made with the department head and approved by the dean of the college concerned.

Grading—In the system of grading employed by the University, the letters A, B, C, D, F, X, WP, and WF are used by faculty members to indicate the achievement or status of students in their courses; and, in addition, the Registrar employs the letters W, NR, and NG in certain specific circumstances. These letters have the following meanings:

- A -Excellent, valued at four quality points for each semester hour
- B -Good, valued at three quality points for each semester hour
- C -Average, valued at two quality points for each semester hour
- D -Below average, unsatisfactory, indicates deficiency, valued at one quality point for each semester hour, but gives credit for graduation provided that with such credits the student's overall scholastic standing is 2.0 or more.
- F -Failure, valued at no semester hours and no quality points
- X -Incomplete
- W -Withdrew
- WP -Withdrew passing
- WF -Withdrew failing
- NR -No grade reported by instructor
- NG -Used for certain laboratory experiences and for maintaining matriculation during the thesis writing process.

Credit can be earned in a course in which a grade of F has been made only by repeating the course in residence.

A grade of X (incomplete) is given only when some relatively small amount of work is not completed because of illness or some other reason satisfactory to the instructor. A grade of X (incomplete) will automatically become an F unless removed within 12 weeks of the next full semester regardless of whether the student re-enrolls. The grade is not to be used under any circumstances as a substitute for F, WF, or WP.

A student's grades become a part of the official record at the University and are treated confidentially. Except at the student's request, grades will be available only for faculty advisement or other professional uses.

Student Advisement

An increasing number of universities throughout higher education support the concept that academic advising is the foundation of their counseling structure. A counseling spirit should pervade the entire

university community for it is frequently the individual not directly concerned with formal counseling who is best able to provide the student with a constantly expanding view of the world. Faculty members in particular should be aware of the profound influence which they can and do yield in inspiring their students intellectually and exemplifying for them the truly well educated man or woman in society.

Western Kentucky University is cognizant of the value of providing sound career planning and academic advisement and, thusly, a strong commitment has been exercised by Western's administration and academic community to strengthen institutional academic advisement and related activities. The Center for Academic Advisement, Career Planning and Placement has been created and charged with an overall mission of conceptualizing, developing and delivering a wide variety of developmental services and programs designed to assist undergraduate students as they move toward the successful completion of their scholastic related objectives. One of the major thrusts of the Center is to assist in the development of a more meaningful program of academic advisement throughout the university. Professional personnel in the Center work very closely with institutional faculty advisors, department heads, program coordinators, etc. in an effort to keep them informed as to advisee information, degree requirements, scholastic regulations, etc.

Whereas the Center has assumed the responsibility for promoting and coordinating an academic advisement program throughout the university, each academic department and/or program area has the responsibility of conducting an advisement program that best meets the particular needs of their students. Among the responsibilities assumed by faculty advisors at Western are the following:

1. Assisting the advisee in affecting a program of study consonant with the student's interests and abilities.
2. Assisting the advisee in conducting periodic evaluations of his/her academic progress.
3. Assisting the advisee in initial exploration of long-range occupational and career plans, referring him/her to institutional sources for specialized assistance (i.e. University Counseling Services Center).
4. Serving as the coordinator of the learning experiences for each advisee; assisting in the integration of the various kinds of assistance rendered to include health and psychological, remedial work, financial aid, etc.
5. Encouraging the advisee to assume responsibility for the decision making process and in general to seek to develop in the advisee an increasing sense of responsibility and independence in all decision areas.

Publications such as the *University Bulletin* and the *Faculty Advisor Manual* are designed to assist Western's faculty advisors to more effectively fulfill their responsibilities in advising undergraduate students.

Office Hours—Faculty members are expected to post class schedules and office hours. Faculty members have a responsibility to keep the departmental office informed concerning their office hour schedules and to provide students each semester with their office hour schedules. Inability to meet classes or to maintain office hours should be reported to the department head.

Absence from Work—All faculty members are expected to meet their classes regularly and promptly at the scheduled time. In case of illness, the department head should be given immediate notification. In the case of death in the family or other emergencies necessitating absence from the campus, a similar procedure should be followed.

Leaves of Absence—Leaves of absence may be granted to persons involved in special assignments, professional improvement programs or engaging in additional study. Special consideration is given to applications from persons desiring leaves for work on advanced degrees. Each application for leave is considered on its individual merits.

Smoking—In accordance with state fire and insurance regulations, it is a University policy that there be no smoking in classrooms, laboratories, and all other areas so designated by no smoking signs. Department heads and all other faculty members are charged with the responsibility of enforcing this regulation in their respective areas.

PROFESSIONAL RESPONSIBILITIES AND FUNCTIONS

Academic Freedom—The University subscribes to the following principles: (1) faculty members are entitled to freedom in the classroom in discussing their disciplines and in selecting teaching aids and library materials; (2) faculty members are entitled in their areas of specialization to freedom in research and investigation and in the publication of results; and (3) faculty members are entitled to freedom in participating as responsible citizens in community affairs.

The above statement is not to be interpreted as protective of an incompetent or negligent faculty member nor does it prevent the University from evaluating the work of each faculty member. Faculty members should not introduce into their teaching controversial issues

which have no relation to the subject matter. As representatives of a learned profession and of the University, they should remember that the public may judge the profession and the University by their utterances and behavior. Therefore, they should strive at all times to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to indicate that in voicing their personal opinions they do not represent the institution. Faculty members should recognize the right and responsibility of their departmental colleagues to review the selection of teaching materials to insure quality and uniformity of instruction and to insure that budgetary limitations are acknowledged.

Professional Growth—It is the policy of the University to encourage the continuous professional growth and development of its faculty members through additional graduate study, research, membership in professional organizations, and attendance at professional meetings and workshops. Requests for leaves of absence for continued study or professional improvement are carefully considered and have normally been approved when feasible. Persons with less than the generally recognized terminal degree in their area of specialization are encouraged to continue work toward that degree whenever possible. In general, the University expects the individual faculty member to take the initiative in identifying and meeting his/her own professional growth needs.

Participation in Professional and Learned Societies—The University encourages faculty members to join and participate in the activities of professional organizations, associations and societies. It is not the policy of the University, however, to allow departmental funds to be used for membership fees, dues, or other assessments of such groups.

Research and Publication—Although a “publish or perish” atmosphere does not exist at Western, the University encourages faculty members to engage in research and to publish their scholarly efforts whenever possible. The individual faculty member is completely free to undertake scholarly investigations in his/her area of specialization. However, research for outside agencies and for pecuniary return must not interfere with regular university duties. Thus the head of the department and college dean will be informed of such activities. Limited funds for faculty research are available through the Faculty Research Committee. Whenever possible the University encourages research by its faculty by aiding them in efforts to secure grants and by making available facilities and assistance when in keeping with University policies and regulations.

Outside Employment and Consultation Functions—The University feels that normally the primary responsibilities of the faculty member include classroom teaching, student advisement, research and writing, work on faculty committees and similar duties. However, faculty members may undertake responsibilities above and beyond these duties with prior approval of the University. A standard University form is provided for submission of requests for such approval. It is assumed that preparation for and involvement in such activities will not interfere with the faculty member's primary responsibility to the University and that care will be taken to insure proper fulfillment of these obligations. The following guidelines govern such additional work-load activities.

Paid Consulting—With prior approval of the University, a faculty member may serve as a paid consultant to outside organizations. Such activities, engaged in during periods when the faculty member is not attending to principal responsibilities, should not exceed four days per month and will be approved when such consulting will not interfere with performance of the faculty member's University duties.

Sponsored Research—A faculty member may engage in sponsored research activities in the field of specialization in addition to teaching responsibilities when such research activities, in the opinion of the department head and the dean of the college, do not require so much time as to interfere with the primary assignment. An appropriate reduction of teaching load will be made when approved research requires more than one-fifth of the faculty member's time. Research activities should be related to the professional competency of the faculty member. Research which requires the cooperation of a governmental agency or outside organization with the University must be approved by the University administration and the agency or organization.

Directorships of Special Projects, Institutes, or Direct Involvement in Such Activities as Assistants, Internal Consultants, Etc.—With prior approval of the University, a faculty member may engage in the above mentioned activities in addition to full-time faculty responsibilities, when such involvement as determined by the department head and the dean of the college does not interfere with the primary assignment. An appropriate reduction of the teaching load will be made when such activities require more than one-fifth of the faculty member's time.

Additional Faculty Compensation—Faculty members who are involved in sponsored research, projects, institutes and internal con-

sulting may receive compensation from the University in addition to their regular salary when:

1. The services of the faculty member are performed in addition to the regular assignment; or
2. A sponsored activity in which the faculty member is engaged requires more time and a higher level of productivity than is normally expected of a faculty member.

If the activity falls in one of the two categories above, the additional compensation, authorized for a project which runs for the academic year (9 or 10 months), may range up to a maximum of one-fifth of the salary for the academic year. If the project is to be carried out during the summer session, the faculty member may receive up to one-fifth of the base salary for the involvement in the sponsored project while teaching. When a faculty member is not teaching during the summer term, no restriction is placed on the services.

Administration of Externally Funded Grants and Contracts—

As a center of learning, Western Kentucky University encourages faculty members to engage in scholarly and service activities which are consistent with the University's educational mission and its established programs. Whenever possible, such activities should complement the instructional program and in all cases they must relate to the faculty member's area of professional expertise. Research and service activities which are funded through external grants and contracts require special approval by University officials to insure that there will be no conflict with regularly assigned responsibilities of the faculty member to the students, the department, the college or the University.

Participation in Funded Projects—Participation in funded research or project activity may be authorized by Western Kentucky University. Kentucky statutes state in relation to federal funding the following:

164.288 Power of State Universities and Colleges to Accept Federal Aid. Any of the state colleges or universities of Kentucky or the state on behalf of any of the colleges or universities may accept federal aid in the form of services, equipment, supplies, materials or funds by way of gift, grant or loan for the purpose of higher education including student loans. Any of the state colleges or universities acting through its president or its governing board is hereby authorized to receive such services, equipment, supplies, materials, and funds as are now available or may be made available.

The decision to participate in funded projects must take into consideration several factors. Existing demands for faculty time in the areas of teaching, research, and public service must be taken into consideration when seeking to secure outside funding for new programs. Care must be taken by the department head and the dean of each college to assure that participation in funded project activity does not detract from responsibilities to the student.

Grants and Contracts Sought by Western Kentucky University—Grants and contracts sought by Western Kentucky University include grants for the construction of academic facilities, for instructional equipment, for direct loans and grants to students, for program development and enrichment, and grants to support basic and applied research. Cooperative relationships which show promise of developing programs of benefit to the public are encouraged. Before proposal activity is undertaken projects should be discussed with the department head, the dean of the college, and office of Grant and Contract Services. Preliminary discussions by the faculty with Grant and Contract Services are encouraged before submission. In addition, discussions should be held which lead to the proposal having the approval of the appropriate department head and the dean.

Grants, Gifts, and Contracts—Research or project activity conducted by University faculty may be supported in whole or in part through resources or funds provided by donors in the form of research gifts, grants, or contracts. Preliminary negotiations and prospective contracts with the prior knowledge of the department head and college dean, may be conducted by the faculty members. All such program arrangements must have approval of the President or his designated representative and be coordinated through the Office of Grant and Contract Services.

Acceptance of Grants, Gifts, and Contracts—The authority to accept a grant, gift or to enter into a contract is vested in the President. The President or his designated representative signs all contracts on behalf of the University. Other University personnel may not commit the institution to grant requests or contracts.

In cases where a proposal for a grant, gift or contract must be reviewed before submission as a proposal, an ad hoc committee appointed by the president shall accomplish such a review.

Budget Preparation—In the preparation of budgets for projects the assistance of Grant and Contract Services is available to the faculty for the preparation of budgets for project activities. Before any budget is submitted, whether in preliminary or final form, the con-

currence of the Director of the Budget is secured by Grant and Contract Services. Indirect cost rates are established by negotiations with agencies outside the University. These indirect cost rates must be used in the preparation of any budget. Indirect costs represent actual expenses of the University, and these funds may not be committed or obligated by the project directors. The designation of faculty members to participate in funded research or project activity must have the approval of the department head, dean, and Vice President for Academic Affairs.

Conflict of Interest—Members of the faculty and staff, when undertaking or engaging in funded projects, must avoid possible conflicts of interest. Kentucky statutes state in relation to conflicts of interest the following:

164.390 Interest in Contract Prohibited. No president, professor, teacher, regent, member of the executive council or other officer or employee shall be interested in any contract or purchase for the building or repairing of any structure or furnishing any supplies for the use of a university or college.

University Responsibility—Western Kentucky University exercises its responsibility for the supervision and administration of all contracts in which it is engaged. Formulation of budgets and fiscal responsibility, as well as the preparation of appropriate reports, is the responsibility of the University. Specifically, the University exercises the following types of organizational and administrative action to provide for the proper administration of grants and contracts:

1. The establishment of accounting procedures to insure that funds from donors are expended in accordance with contracted obligations.
2. The establishment of procedures for the proper execution of contractual obligations in which the professional faculty participate.
3. The formulation of regulations governing university staff and faculty in the conduct of business relating to donated funds.
4. The provision of advice and guidance to the faculty regarding problems which may arise as a result of outside financial arrangements.

All funds received by the University from external agencies are handled in the same manner and are subject to the regulations applied to general funds of the University. Grants, contracts, and project monies are in general more rigorously controlled than other University funds in that such funds are expended in accordance with the terms and conditions specified by the donor or contracting agency.

Funds provided by a grant or contract may not be expended before or beyond the dates of the grant or contract. All funds received from outside the University are subject to both internal and external audit. Such funds may be expended only within the specified categories of the contract.

Travel Expenses—Grants, contracts, and project activity often require travel as a condition of the activity. Anticipated expenses for travel should be included as part of the projected or approved budget. Regulations of the University and the Commonwealth governing travel apply equally to all grants, contracts, or project activity. For detailed information on travel and travel expenses, the Kentucky Standard Travel Regulations found in the University *Personnel Manual* should be consulted.

PATENT POLICY

As a public institution of higher education, Western Kentucky University has broad responsibility in the areas of instruction, service, and research. Faculty engaging in research may make significant discoveries which have commercial application. Income resulting from patents is to be regulated in the public interest by procedures set forth in this policy.

Scope of the Policy Statement—This policy statement is defined to include any member of the faculty, staff, or student body of Western Kentucky University.

General Policy—An invention or patent which is the result of the use of staff, materials, equipment, time, or facilities shall be owned and controlled by Western Kentucky University.

Patents and Research Sponsors—Sponsors for research may wish to retain partial or total control of inventions and patents which are the result of the sponsored research. Unless agreed to in advance of the research, all patent rights from sponsored research shall be owned and controlled by Western Kentucky University.

Relationship of the Faculty, Staff, or Student Body and Western Kentucky University in Regard to Patents

1. Faculty, staff, or students having a joint interest with Western Kentucky University in an invention or discovery shall assign patent rights to Western Kentucky University.
2. Faculty, staff, or students of the University have the responsibility to report in writing to the Committee on Patents any invention or

discovery of patentable value. Faculty, staff, or students are not obligated to apply for a patent unless such expenses are borne by Western Kentucky University. Faculty, staff, or students must agree to cooperate with Western Kentucky University in patent application procedures. Faculty, staff, or students may have an interest in a patent application and may share in the returns, as determined by the Committee on Patents.

3. Interest of the University in all cases involving invention or discovery shall be determined by the standing Committee on Patents appointed by the President of Western Kentucky University. Faculty, staff, or students engaged in patent deliberations shall be present or may be represented in discussions before the Committee on Patents. The decision of the Committee shall be final and shall determine the interest of the parties in the invention or discovery. The Committee on Patents shall act in accordance with the following general principles:
 - (a) If the Committee on Patents finds that an invention or discovery made by faculty, staff, or students was not related to employment by Western Kentucky University and was not the result of the use of staff, materials, equipment, time, or facilities owned or controlled by Western Kentucky University, Western Kentucky University shall have no interest in the invention or discovery.
 - (b) If the Committee on Patents determines that an invention or discovery is related to employment or the use of the resources of Western Kentucky University, patent rights shall be assigned to Western Kentucky University with the faculty, staff, or student member having an interest in the invention or discovery and sharing in the returns, as determined by the Committee on Patents.
 - (c) To determine the interest which the faculty, staff, or student shall have, the Committee on Patents shall consider whether Western Kentucky University paid, or did not pay, for time spent in the research which led to the invention or discovery. The Committee on Patents shall determine the extent to which University resources were used in research. The Committee on Patents shall determine the involvement in advice and assistance given to the inventor by associates of Western Kentucky University. The Committee on Patents shall determine the relationship which existed between the invention or discovery and the responsibilities of the faculty, staff, or student member.
5. Should Western Kentucky University not initiate a patent search within nine months or a patent application within eighteen months of the receipt of a written report of an invention or discovery, the individual faculty, staff, or student member may apply for

a patent and shall own all rights.

6. In case of sponsored research, the contract between Western Kentucky University and the sponsoring agency shall be binding on the faculty, staff, or student members engaged on the project the same as if each were a party to that agreement.

Academic Information

GENERAL INFORMATION

Registration—Normally students will register for courses on the days designated in the University calendar for this purpose. Detailed instructions are made available by the Registrar. Unless otherwise indicated most members of the faculty and staff are assigned responsibilities in registration. Duties are assigned by the Registrar and the department heads, and such duties are usually announced in advance.

Scheduling of Classes—Most of the classes of the University meet on a 5-10 scheduling system, which means that classes meet five times every two weeks. The system works in the following manner: One week classes which meet on Monday and Wednesday will also meet on Friday. The next week classes which meet on Tuesday and Thursday will meet on Friday. This makes it possible to schedule classes at the same hour on both Monday and Wednesday and Tuesday and Thursday because the classes will meet at that time on alternating Fridays. This provides greater flexibility in the scheduling of classes. Because of the 5-10 scheduling system, classes meet for 60 minutes. Laboratories usually meet for longer periods.

Academic Functions—All faculty members are expected to participate in the formal convocations of the University and to wear academic regalia when appropriate.

Protection of University Personnel and Property—The University maintains a full-time security force of trained and experienced security and law enforcement officers. These officers are responsible for security of all University property and personnel on campus. Under the direction of the Physical Plant Administrator, the security office may be reached at 745-2549 on the University phone system. In emergency situations the security automobiles may be reached by radio through the Bowling Green City Police Headquarters.

Public Information—The overall direction and supervision of public relations is the responsibility of the Office of Public Information which is charged with informing the public concerning significant developments at the University and with gathering and channeling University news to press, radio and television outlets. It is highly desirable that each faculty member keep the Office of Public Information informed of significant accomplishments and activities.

Extra-Curricular Duties—Many faculty members serve on University committees, act as faculty sponsors and advisors to student organizations, and engage in other extra-curricular functions. These activities are considered a vital contribution of the faculty member to the University community.

Class Rolls—The day following registration, the Registrar's Office sends to each faculty member an unofficial roll for each class. After the official drop-add period, the Registrar's Office issues an official roll for each class which, once verified by the instructor, is to be used to submit to the Registrar's Office a mid-semester deficiency report in accordance with instructions which will come from the Registrar. If a student is attending class and the name is not on the class roll, it is extremely important that the instructor send the student to the Registrar's Office. A final class roll will be sent just prior to the end of the term to be used for reporting final grades.

Grade Reporting—It is the responsibility of each faculty member to assign and report a grade for each student who is enrolled in class within the specified time listed on the semester calendar. All grades are reported to the Registrar's Office on the official class roll and in accordance with instructions issued by the Registrar. Once a grade is reported it may be changed only by the teacher concerned and only in case of error in reporting. Such changes must be made on the official form provided for such purposes available in the Registrar's Office.

Grades will be recorded in the Registrar's Office as reported by the teachers in charge of the various courses. Students who withdraw from a class within the period indicated for this purpose in the University calendar will have no grade recorded. After the date on which students may withdraw from a class without a grade, they will be given WP, WF or F for the time during which they were in the class as reported by the instructor. In all cases, students withdrawing from classes must secure official permission. In the absence of an official withdrawal, a grade of F will be recorded regardless of the quality of work being done by the student at the time of withdrawal.

Grade Books—Grade books are to be a part of the official class records of each teacher. It is a policy of the University that an accurate account be kept in this book of the attendance, grades, and other data of the teacher's choosing which will give an account of the progress of the student. Grade books should be turned in to the department head if work at the University is terminated. They may be filed with the department head for permanent keeping at any time.

Informing Students of Grading Procedures—At the beginning

of each course, the professor will inform each student in writing regarding the factors to be considered in determining grades and the specific weight to be assigned to each of the factors.

Student Records—The Registrar's Office maintains a current record on each student's academic progress at the University. Their records are confidential but are accessible to faculty members for advisement or other professional purposes. A faculty member desiring to check a student's record should contact the Registrar's Office. Faculty members should be familiar with the Family Educational Right and Privacy Act of 1974 and Western's guidelines (see Appendix).

University Counseling Services Center—The University Counseling Services Center has a professionally trained staff to work with students experiencing educational, vocational or personal-social problems. Faculty members are encouraged to identify and refer to the Center students in need of such help. The Center also administers university-wide testing programs.

Printing and Copy Center Services—A well-equipped print shop is located in the Service and Supply Building where bulletins, brochures, and various other official publications are printed. The Print Shop has facilities to fold, collate and bind publications. Four fast-copy centers are located on campus, one in Room 141 of the Education Complex, one in the Print Shop, one in Room 14 Thompson Complex-Central Wing, and one across the street from the Wetherby Administration Building. Funds for printing and copying are included in each department's budget and requests for this service should be submitted through the department head. Most departments and colleges have ditto and mimeograph machines which may be used by members of the faculty and staff.

Professional Secretarial Services—Academic departments are provided with professional secretaries, either on a full-time or part-time basis as the need justifies. The availability of the department secretary to perform work for individual faculty members will be determined by the department head.

Part-Time Student Employees—Each department is allocated funds for the hiring of students through the various student aid and work-study programs. The number of students, the hours they work, and the allocation among the department members are left to the discretion of the department head. Individual faculty members desiring student assistance should contact their respective department

head. Normally students cannot work in excess of fifteen hours per week.

Teaching Facilities and Classroom Supplies—Each departmental budget includes an allocation of funds for classroom equipment and supplies. Requests for supplies, equipment, and repairs should be made through the department head. The planning for needed equipment and teaching aids takes place when the annual departmental budget is being prepared, usually in the spring of each year. All funds, regardless of their source must be expended through the use of an official purchase order. The University is not responsible for any purchase made by faculty or staff members without proper approval and issuance of an official purchase order.

Office Facilities—The University provides its faculty and staff with the most adequate offices and furniture available. Requests for additional office equipment, such as bookcases, file cabinets, etc., should be made through the department head.

Campus Bookstore Facilities—The College Heights Bookstore is located in the Downing University Center and supplies textbook and other instructional materials. Profits from the bookstore go to the College Heights Foundation whose primary function is student financial assistance. Normally, textbook requests are submitted to the bookstore through the department head. The bookstore will also receive orders on textbooks and supplementary materials from faculty members. Faculty and staff are granted a ten percent discount on materials purchased at the bookstore upon presentation of their identification card.

ACADEMIC OFFENSES

The maintenance of academic integrity is of fundamental importance to the university. Thus it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts risks punishment of a serious nature.

Academic Dishonesty—It is the responsibility of each faculty member to maintain at all times conditions which discourage academic dishonesty in any form. Faculty should be careful to insure that class records and examinations are not accessible to those not entitled to such information and should make every effort to inspire in the student the proper attitude and respect for honesty in academic work. The Dean of Student Affairs is available for assistance in dealing with cases of dishonesty.

Plagiarism—To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his or her own. One must give any author credit for source material used. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism.

Cheating—No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment, or other project which is submitted for purposes of grade determination.

Disposition of Offenses—A faculty member encountering plagiarism or cheating in student work may choose one or both of the following procedures:

- (i) Assign the grade which is deemed appropriate by the faculty member for the particular assignment or examination in which the offense occurred.
- (ii) Present the case to the University Disciplinary Committee through the Office of the Dean of Student Affairs.

The assignment of a grade of "F" to that portion of the course work in which the academic dishonesty is detected may of course have as its consequence the assignment of a failing grade for the entire course; but an "F" as the final grade should not be assigned solely as punishment for the particular offense. A student who believes a faculty member has dealt unfairly with him or her in a case involving academic dishonesty may seek relief through the Student Complaint Procedure.

Other Types of Academic Dishonesty—Other types of academic offenses such as the theft or sale of tests, should be reported to the University Disciplinary Committee through the Student Affairs Office.

STUDENT COMPLAINT PROCEDURE

The procedure for resolving a Complaint concerning a faculty member is outlined below in four steps.

Step 1 (Faculty Member)—The first step is for the student to discuss the complaint with the faculty member involved. If the faculty member is no longer employed by the University, the student should go directly to the department head who will contact and represent the former faculty member. If the complaint involves a grade, the student

must take the complaint to the faculty member within the first two weeks of the first regular semester (fall; spring) following the assignment of the grade. It is hoped that the complaint may be satisfactorily dealt with at this level.

Step 2 (Department Level)—If the student and the faculty member are unable to resolve the complaint, the student may take the complaint to the faculty member's department head. It is the responsibility of the department head to arrange for a conference where the student, faculty member, and the department head will be present for discussion. Neither the faculty member nor the student will be allowed representation at the conference. The department head shall hear both sides of the complaint and shall attempt to mediate a settlement. The department head shall keep a written record of the proceedings, including the recommended solution. The department head's recommended solution is to be considered by both the faculty member and the student as a recommendation and not as a decision that is binding.

Step 3 (College Level)—Should the student be unable to receive the satisfaction desired at the departmental level, the complaint may be taken to the college level. Written notification of the complaint must be submitted to the college dean or his designated representative within two weeks after the conference with the department head (Step 2). Upon receipt of the notification, the college dean or his representative shall provide the student a copy of the procedural guidelines to be followed by the College Complaint Committee. The procedural guidelines shall provide for a conference with both the student and the faculty member present for joint discussion of the complaint with the committee.

The College Complaint Committee will be responsible for scheduling the conference within two weeks following the submission of a written complaint to the chairman of the College Complaint Committee including as much detail as the student cares to include. The written complaint should clearly state what is considered to be unreasonable and/or unfair practices or procedures. Neither the faculty member nor the student will be allowed representation at the conference. The College Complaint Committee shall hear both sides of the complaint and render a decision. The decision shall be sent in writing to the Vice President for Academic Affairs, with a copy being sent as a matter of record to the student, faculty member, faculty member's department head, and the faculty member's college dean. The Office of the Vice President for Academic Affairs shall be responsible for enforcing the decision of the college committee. The Office of the Vice President for Academic Affairs shall not enforce the decision

until two weeks after the decision is made by the college committee. The purpose of the two week delay is to provide either the student or the faculty member an opportunity to submit a formal written notice of appeal to the University Complaint Committee.

Step 4 (University Level)—Should the student or the faculty member desire to appeal the decision of the College Complaint Committee, a formal written notice of appeal may be submitted to the University Complaint Committee chairman, with a copy to the Vice President for Academic Affairs, within two weeks of the decision of the College Complaint Committee. The chairman of the University Complaint Committee will provide the student and the faculty member involved with a copy of the University Complaint Committee's Procedural Guidelines. The University Complaint Committee will secure copies of the written proceedings from the department head and the College Complaint Committee. The University Complaint Committee will schedule a conference where the faculty member and the student jointly discuss the issue. Neither the faculty member nor the student will be allowed representation at the conference. The committee's decision will be sent to the Vice President for Academic Affairs, with a copy being sent as a matter of record to the student, faculty member, faculty member's department head, and the faculty member's college dean. The Office of the Vice President for Academic Affairs will see that decisions of the University Complaint Committee are carried out. The University Complaint Committee's decision is final.

ACADEMIC SERVICES

Academic Services provides support to the research service and instructional programs of the University. This support is accomplished through the activities and programs of Library Services, Media Services and the University Archives. It is the purpose of these activities and programs to increase utilization of the educational resources and services of the University.

Library Services—Seven library and resource centers exist to serve the academic community. They are: (1) the Helm Library, (2) the Cravens Graduate Center and Library, (3) the Kentucky Library, (4) the Jones-Jaggers Center for Child Study and Learning, (5) University Archives and Special Collections (Gordon Wilson Hall), (6) the Science Library, and (7) the Education Resources Center.

These libraries and study centers provide a seating capacity for 3,173 or approximately 28 percent of the student body. Library holdings presently include over 1,000,000 in hard copy and microfilm

collections.

The Kentucky Museum contains a collection of artifacts relating to Kentucky and to its history.

There are several services to the faculty member:

- (1) Circulation Services. All books and resources are kept in open stack areas. All resources circulate with the exception of journals, reference books, and specific reserve books and documents.
- (2) The Reserve Collection is a function of the circulation area. A special collection is developed, at the request of faculty, each semester for books which are in short supply and for which there is demand. The length of time they circulate varies, and is determined by the professor requesting the book.
- (3) Copy service is provided in the Helm, Cravens, Science, and Kentucky Libraries and the Education Resources Center.

Media Services—The purpose of media services is to produce or acquire non-book materials to meet instructional needs; to provide assistance in and maximize the use of media resources; and to provide laboratory facilities in support of media related instructional programs.

Acquisition and production of media materials and their dissemination is performed in the media services units of the Division of Academic Services. These services are the responsibility of the audiovisual and educational television area.

16mm Films. The entire campus is served with instructional motion pictures through rental or from University owned and Third District Film Library films.

Audiovisual Equipment. Equipment is provided throughout the entire campus for faculty and student use. This equipment includes: audio tape recorders, cameras, projectors of all types, and portable tape equipment.

Closed Circuit Distribution. The television closed circuit distribution system is the primary utilization for video taped materials on campus. The playback of television videotape materials to those classrooms wired into the system is provided on demand. Television receivers are maintained in key areas to facilitate these playbacks.

Media Retrieval Center. A dial access audio retrieval system is located on the second floor of the Helm Library building. Forty listening stations are available. This center also provides video retrieval, audio cassette, audio tape, slide, and filmstrip retrieval.

Television Production. A staff of professional television production specialists is engaged in the production of video tapes and 16mm motion pictures for instructional applications.

Audio Visual Production Services. Services which are provided are:

35mm slides—copying and original photography
Slide/slide tape presentations
35mm film strips
overhead transparency preparation
photographic processing and printing
audiotape duplication
production of audiotapes
graphic materials—transparency masters, posters and charts, television and film visuals, and art work for slide presentations.
½" videotape provision of equipment (and operators in some instances)

Radio Services. Radio Services are provided through WKYU and WKYU-FM. WKYU-(AM) is a carrier current station broadcasting to the dormitory population on campus and serving as a realistic laboratory for radio sales management, news and production courses. WKYU-FM is a full service public radio station operating with a power of 90,000 watts on 88.9 MHZ. The station broadcasts stereo programming eighteen hours a day and is an affiliate of the National Public Radio Network.

COMPUTER AND INFORMATIONAL SERVICES

This office, through the subareas of Institutional Research, Academic Research and Computer Services, and Computer Center, provides data processing and research services to both academic and administrative sections of the University. The principal services are:

1. Collection, analysis, and reporting of basic University data.
2. Institutional research and informational services.
3. Administrative data processing and computer services.
4. Academic research and computer services.

The last service listed is to assist faculty and students in effectively using computer equipment in instruction and research. It also provides, in cooperation with and through the Division of Library Services, an extensive library of primary data in the social sciences.

Computer hardware available includes an IBM 4341, a Harris 1620 remote batch terminal connected to the Kentucky Educational Computing Network, and, through the Colleges of Science and Technology and Business Administration, a PDP 11/45.

Academic Computing and Research Services—The Office of Academic Computing and Research Services—a subdivision of Computer and Informational Services—provides support for academic users in research design, statistical consulting, computer software support and other areas related to instructional and research use of computer facilities. The offices and data processing center for

Academic Computing and Research Services are located in Grise Hall. To initiate service a student or faculty member need only contact the office (Room 245 Grise Hall; telephone 745-4981).

Academic Computing also offers test scoring and data entry services. Card punches are available for the use of faculty and students in the Grise Hall data processing center. An optical mark reader is available which can be used both for generating data from optical mark sheets and for test scoring optical mark answer sheets. The test scoring service can provide as little as student scores or as much as a full statistical analysis of examinations. Data can be coded on general purpose optical mark sheets and output for use by the computer. Both test answer sheets and general purpose optical mark coding forms can be obtained through Central Stores.

GRANT AND CONTRACT SERVICES

The basic function of this office is to develop the grant and contract program for Western Kentucky University including both programmatic and fiscal matters.

The basic services are as follows:

- (1) Identification of funding sources for specific needs and programs;
- (2) Consultation on and guides in the development of grant and contract proposals;
- (3) Processing of proposals and contracts;
- (4) Dissemination of information to faculty and staff concerning grant sources, guidelines, and the administration of specific programs;
- (5) Maintenance of central grants record file;
- (6) Liaison with off-campus agencies.

OTHER INFORMATION

University Archives—The University Archives, established in November, 1971, is housed in Gordon Wilson Hall and administered by a professional librarian. The purpose of the Archives is to collect, preserve, and organize for appropriate use the records of the University which are required for administrative functions and are essential for the historical study of the institution, including its genealogical antecedents. Such records include correspondence, reports, minutes, tapes, photographs, scrapbooks, publications, and other items, such as clippings and articles about the University and its personnel. Reference service is available.

Owensboro Program—Western Kentucky University has been

designated by the Council on Higher Education as the institution responsible for the provision of programs and the continual assessment of educational needs in the Owensboro-Daviess County area of the state. In meeting identified needs, Western Kentucky University will call upon institutional sources, including those institutions in the Owensboro area (Brescia and Kentucky Wesleyan), for provision of graduate and continuing education programs which Western is not able to offer. The program is administered by the Executive Director-Owensboro Program.

Personnel Policies and Services

SALARY PAYMENT PROCEDURES

Salary Checks—Faculty members employed on a nine-months basis receive twelve salary checks payable on the 15th of each month. Other personnel are paid at the end of the month, normally the last full work-day of the month. Salary checks should be called for at the Business Office.

Payroll Deductions—Payroll withholding includes federal income tax, state income tax, city occupational tax, Social Security, and retirement. In those cases where elected, Blue Cross-Blue Shield medical insurances, United Givers Fund, group life insurance, Tax Sheltered Annuities, U.S. Savings Bond, and credit union shares may be deducted.

INSURANCE BENEFITS

Group Life Insurance—Western's group life plan was adopted after careful consideration by the administration and the insurance committee. The plan chosen is designed to provide the faculty member with a substantial amount of life insurance protection at a low premium cost. The University shares in the expense of the program.

Faculty members are insured for the basic amount of insurance (\$10,000). In addition to the basic insurance, faculty members are eligible for optional insurance in the amount equal to their annual contract salary rounded to the next higher thousand.

The basic insurance cost is paid by the University. The optional insurance is available to the individual faculty member at low-cost group term rates based upon age.

Health Insurance—The University provides Blue Cross and Blue Shield coverage for the regular full-time employees. The employee may use payroll withholding to purchase additional coverage for family members. The plan includes comprehensive Blue Cross, Schedule C Blue Shield benefits, and major medical protection.

Disability Insurance—The University provides Long-term Disability Income protection through an insurance plan coordinated with benefits available from Social Security and the retirement system. Briefly, the plan guarantees 60 percent of an employee's earnings, after a specified waiting period, to age 65. The individual premium cost is paid by the University.

Tax Sheltered Annuity Programs—Faculty and Administrative Faculty may participate in tax sheltered annuity programs. Payroll deduction is available for this purpose. The Kentucky Teachers' Retirement System offers a tax sheltered plan to supplement other features of the retirements provisions, and commercial companies also offer tax sheltered programs.

Group Travel Accident Insurance—The University provides a business travel accident plan for faculty members. The plan provides for \$100,000.00 coverage for accidental death or dismemberment. Contact the Department of Personnel Services for additional information.

Workmen's Compensation—Employees of Western Kentucky University are covered under a blanket Workmen's Compensation policy purchased by the Commonwealth of Kentucky. In general, the policy provides coverage for personal injury sustained by the employee by accident and for disability resulting from occupational diseases, arising out of and in the course of employment, or for death resulting from such accidental injury or occupational disease.

RETIREMENT

Teacher Retirement—All faculty members are required to participate in the Kentucky Teacher Retirement System. Effective July 1, 1980, the faculty member's contribution will be 5.625 percent of gross salary, and the University contributes 10.055 percent. Participants become vested in the system after five years.

Of the 7.84 percent representing the members' and employer's contribution to the Kentucky Teachers' Retirement System, 7.215 percent is allocated to the purchase of retirement allowances, .312 percent to survivor and death benefits, and .313 percent to hospital and medical insurance upon retirement. The deductions are credited to the Teachers' Savings Fund, Survivor Fund, and Hospital Fund respectively.

When accounts are withdrawn prior to retirement, the participant receives the personal contribution of 5.625 percent, plus 2.215 percent, plus accrued interest, less the 0.625 percent expended for survivor benefits and retirement health insurance.

Social Security—The law requires that a deduction on earnings be made regularly from one's paycheck, and the University, as employer, is taxed an equal amount. The Social Security program is in addition to the other benefit programs administered by the University.

OTHER POLICIES, SERVICES AND BENEFITS

Official Travel—Each department has budgeted funds for travel. Authorization for travel must be made by the department head before the trip is made. Travel expenses are usually borne by the individual who is later reimbursed after filing an expense voucher. The University has an arrangement with local travel agencies in which travel reservations are made and tickets purchased by the travel agency. When this service is used, the faculty member lists the travel agency as second payee on the travel expense voucher. Department heads have copies of the Travel Regulations which are contained in the *Personnel Manual*.

Identification Cards—The University provides identification cards for all regular employees. The card is designed for use in the University Libraries, Business Office, University Sales Stores, recreational facilities, etc. Faculty and staff members should contact the Personnel Office to have identification cards prepared.

University Credit Union—The Western Kentucky University Credit Union, Inc., is organized to provide a savings and low-cost loan service for members of the faculty and staff. One may invest unlimited amounts in the shares of the credit union. Loans are available, and payroll deduction affords a systematic and convenient way in which to save and make loan payments. Free life insurance is provided with accounts. Contact the treasurer of the Credit Union for further information.

Health Services—The University Health Service provides outpatient and inpatient facilities for students. The staff consists of physicians, nurses, a pharmacist, x-ray and medical technologists and clerical personnel.

For faculty and staff, the limited services include first aid and certain immunizations.

Other Benefits—Among other fringe benefits available are:

Season tickets to all home football and basketball games at reduced rates.

Reduced rates for spouses of regular, full-time faculty and staff enrolling in evening classes.

A ten percent discount on materials purchased at the College Heights Bookstore.

Use of recreational facilities in the Downing University Center, Diddle Arena, and L.T. Smith Stadium.

Use of University Stationery and Postage—The use of official University stationery and of the mailing service is restricted to faculty members, officers, and departments carrying on officially recognized and authorized business of the University. Stationery and metered postage are provided for official correspondence only.

Building Security—Faculty and staff members are urged to use the same rules of good judgment to insure security of keys to University buildings and to individual offices that would be used for one's own home or other personal property.

A key may be obtained by a request to the department head, who in turn submits a written request (form available from the Physical Plant) to the Assistant Director of the Physical Plant. If employment at the University terminates, or a faculty member is away on leave of absence, keys must be turned in at the Physical Plant building.

Housing—The University has a limited number of rental housing units available to the faculty. Interested faculty members should direct their inquiries to the Director of Housing. These facilities are designed primarily to provide the new faculty member with desirable living quarters for a limited period of time in order that he may have sufficient opportunity to fully appraise living conditions and more conveniently make permanent arrangements. Faculty members may find assistance in locating apartments, houses, or rooms by consulting the Director of Housing. Files are kept available on housing facilities and contacts are made with community agencies and property owners who may assist. Deans of the colleges and department heads will be happy to assist new staff members in finding suitable living quarters.

Food Services—The Director of Food Services, working under the Auxiliary and Business Services is in charge of the Cafeterias, Snack Bar, and Grill. The faculty and staff are cordially invited to use these facilities. A limited number of banquets for official University organizations can be served by Food Services; arrangements for these must be made with the Director. A full line of vending services supplements the above facilities and can be found in convenient locations for use by the students, faculty and staff.

MISCELLANEOUS INFORMATION

Cultural and Recreational Opportunities—The following items will give some idea of the great variety of activities available to Western faculty and staff.

The University and the Rodes-Helm Lecture Series bring to the University Campus each year a number of outstanding lectures on

various topics. A series of outstanding artistic events is presented each year through the University's Fine Arts Festival.

The Department of Music sponsors a number of musical presentations including special seasonal concerts. In addition, many faculty and student recitals are given throughout the year.

The Department of Communication and Theatre and the Western Players present a series of programs during the academic year. Summer Theatre programs are also scheduled during the summer sessions. A small fee is charged for admission to major productions; however, there is no admission charge for one act plays produced by the Department.

The Downing University Center Theatre provides films for the enjoyment of Western students, faculty, staff, and their families. A nominal fee is charged.

The Department of Art has a gallery on the second floor of Ivan Wilson Hall where a display is usually on exhibit. Art displays are also usually on exhibit in the art reading room which is located on the third floor of Downing University Center.

The University library facilities, as well as the public library, are available for recreational reading.

Faculty members are invited to use the facilities of the Department of Physical Education and Recreation.

Western holds membership in the Ohio Valley Conference and the National Collegiate Athletic Association. The schedule of intercollegiate athletic contests includes a variety of sports. Admission to all spring sports events is free, and season tickets for basketball and football are available to the faculty and staff at a reduced rate.

A number of lakes and reservoirs are within driving distance of Bowling Green, and fishing and boating are popular activities for many faculty members.

Institutional Publications—In addition to this handbook for faculty the University has a number of other publications which will prove informative and helpful.

The *Western Kentucky University Bulletin Catalog* is the most complete publication on the University and its operations. Normally published annually the *University Bulletin Catalog* contains descriptions of the various degree programs, curricula and course offerings of the University, requirements for graduation, rules and regulations, course descriptions and listings of faculty. All faculty members should familiarize themselves with this publication.

The *Graduate College Issue* of the *Bulletin* contains descriptions of the graduate programs, curricula and course offerings, regulations of the Graduate College, course descriptions, and listings of graduate faculty. All graduate faculty and students should familiarize them-

selves with this publication.

The *College Heights Herald* and the yearbook, *The Talisman*, are campus publications issued under the supervision of the faculty and staff in the Office of University Publications. In 1925 the Board of Regents authorized the establishment of the *College Heights Herald*, and since that time, the *Herald* and *The Talisman* have provided laboratory experiences in journalism for students interested in developing skills and responsibilities in the practical application of the established standards of professional journalism.

Class Schedule Bulletins are published through the office of the Vice President for Academic Affairs for each semester and the summer term. This bulletin contains the University calendar, course offerings, and all other data pertaining to registration and class scheduling for the specific term.

This Month at Western is prepared and distributed each month by the Office of Public Information. The Office of Public Information also collects and records information from each office and department on campus which is kept in a master datebook and is available as an informational reference to any member of the faculty or staff in order to avoid conflicts and to co-ordinate the use of university facilities. All available information is distributed at the beginning of each semester for use as a guide in long-range planning.

A *Campus Tour Guide* is published by the Office of Public Information and includes a campus map which is available in quantity particularly for distribution to prospective students and workshop groups. Other literature is available from the Office of Public Information providing information and pictures about campus facilities and university activities.

Zephyrus is a fine arts magazine affording students of Western Kentucky University the opportunity to have their creative work published.

The *Faculty Research Bulletin* is an annual publication at Western which includes articles by faculty members reflecting their research work.

This Week at WKU (The "Blue Sheet") is a bi-weekly information sheet distributed by the Office of Academic Affairs.

Retired Personnel—The university values the continued support and assistance of those who have retired from teaching, research, administrative and staff positions. Upon retirement under the existing university retirement system, university personnel are entitled to the following benefits: to receive a university identification card; to have library privileges; to be provided a parking permit; to use university recreational facilities upon presentation of identification; to have the dental and outpatient medical services which are available to

other faculty members; to purchase tickets to academic and athletic events at the prevailing faculty rate; and to enroll in university classes under the faculty-staff scholarship plan.

Retired faculty are eligible to apply for research grants; may upon request be allocated office space when it is available; may attend without voting privileges meetings of the Faculty Senate and the Academic Council; may participate in academic processions; may be appointed to represent the university at academic ceremonies at other universities; will receive notices of all university events; may take part in all ceremonial functions of the university; and are eligible to have their names included in faculty lists in university bulletins.

Retired personnel are entitled to additional benefits from affiliated organizations including purchases at the College Heights Bookstore at the prevailing prices for faculty and staff and the continuation of membership in the Western Kentucky University Credit Union with participation in all savings and loan programs.

Elementary and Secondary School Facilities—The University operates a laboratory school which includes a kindergarten and elementary grades. The City of Bowling Green and Warren County operate a number of elementary schools. There is one high school in the city and two high schools in the county. There are private and church related schools for certain elementary grades in Bowling Green.

Faculty Lounges—Faculty lounge areas are available in most of the classroom buildings. Also the Faculty House, located near Cherry Hall, provides facilities for fellowship and recreation for faculty members and their wives or husbands.

Faculty Dining Room—A special dining facility is operated in the Academic Complex to serve lunch to faculty and their guests.

Guest House—The Guest House provides facilities where University guests may go for a few hours rest and relaxation or may stay overnight. Guest lecturers and prospective faculty members are often lodged in the Guest House while on campus.

Parking Facilities—Limited reserved parking for faculty members is provided in certain areas on the campus which are designated for faculty parking only. The available spaces are not reserved for any individual but are on a first come-first served basis.

Official faculty and staff parking permit decals must be posted on the bumpers of each car, indicating authority to use the faculty parking lots. These decals are available through the Office of Public Safety

upon payment of a registration fee. Faculty/Staff permits allow free parking in the Parking Structure during athletic events.

Religious Opportunities—As a state-supported institution the University is non-denominational, but it cooperates to the fullest extent with the churches of Bowling Green and encourages its students and faculty to attend the church of their choice. A large number of churches representing a variety of denominations are found in the Bowling Green community.

Mail Service—A branch of the U.S. Post Office is located on the lobby level of the Garrett Conference Center. Faculty members may rent private mail boxes or may use the campus mail service which is provided for each department. Campus mail service may be used for official University mailing without postage attached. The College Heights Post Office operates on the following schedule during the regular terms:

8:00 a.m.- 4:30 p.m. Monday through Friday

Outgoing mail leaves the post office three times daily, at 7:00 a.m., 10:30 a.m., and 2:30 p.m. During holidays and vacation periods, a special schedule is followed. Faculty and staff members are notified of the hours the post office is open during these holiday and vacation periods. All postal services given by the downtown post office (stamps, money orders, insured and registered mail, c.o.d., and special deliveries) are available at the campus post office.

The University provides a Courier 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 Associated Students organization, and other organizations budgeted by the University. The authorized users are required to conspicuously indicate on the outer envelope both the originating office and the name of the individual sender. Items failing to indicate an originating office and name will be inspected. Upon determination of the originator, the item will be returned for proper designation by the sender.

Western Kentucky University Women—The organization was formed in 1927 and was known as the Faculty Wives Club. The primary purpose of the club was to promote the welfare and best interests of the University, and its large membership included the wives of faculty members as well as many wives of faculty emeriti. In May, 1980, the constitution and by-laws of the organization were revised, the membership was opened to all women on the campus (as well as to faculty wives), and the name of the organization was changed to

Western Kentucky University Women.

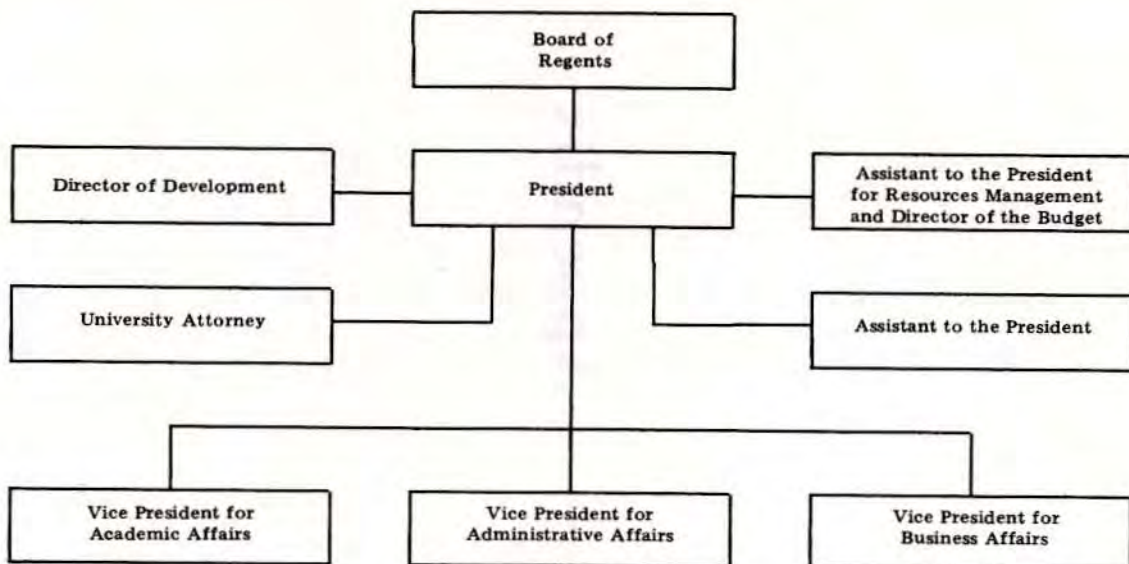
The group engages in various activities such as the continuation of a scholarship fund, the sponsorship of student wives club, and the presentation of awards for student achievement. The club carries on a planned program of business meetings and social events and assists the University with social events during the year.

Kentucky Voting—University personnel are encouraged to exercise their voting privilege in all national, state and local elections. To qualify to vote in Kentucky, a person must register for the official voting list by going to the County Clerk's office in the local court house. Persons 18 years of age or older who have resided in the precinct 30 days are eligible to become registered voters and vote in national, state and local elections.

Kentucky Auto and Driver Regulations—Persons moving to Kentucky from out of state are required by law to secure a Kentucky driver's license within 30 days after establishing residence in the state. This license may be acquired by passing the written examination. Automobiles transferred from out of state must also be licensed in the state once residence is established, and the 5% usage tax must be paid on those cars transferred from states not having reciprocity agreements with Kentucky.

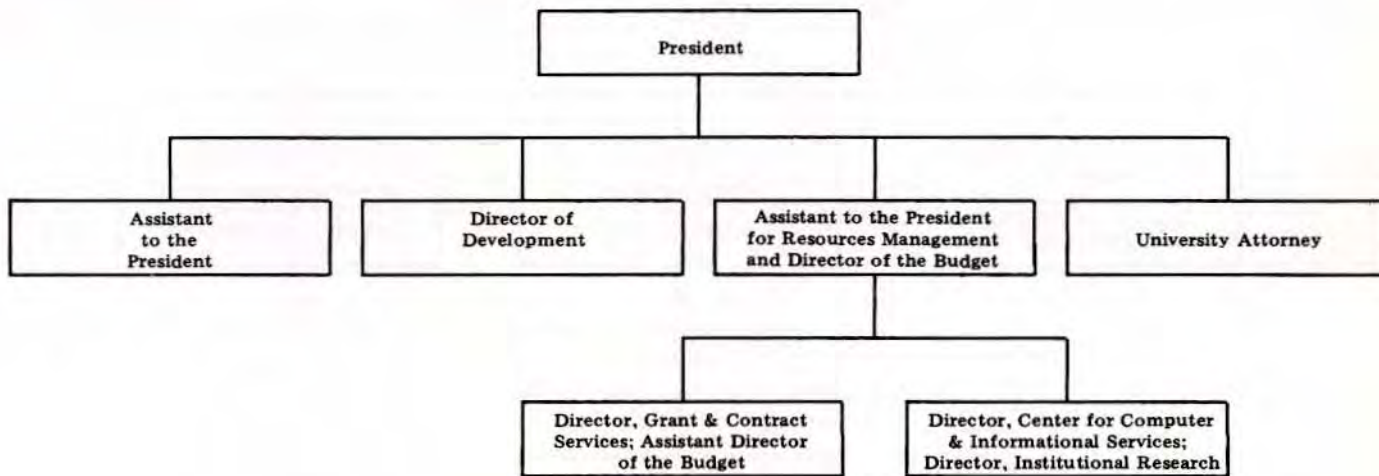
Appendix

WESTERN KENTUCKY UNIVERSITY
ADMINISTRATIVE ORGANIZATION



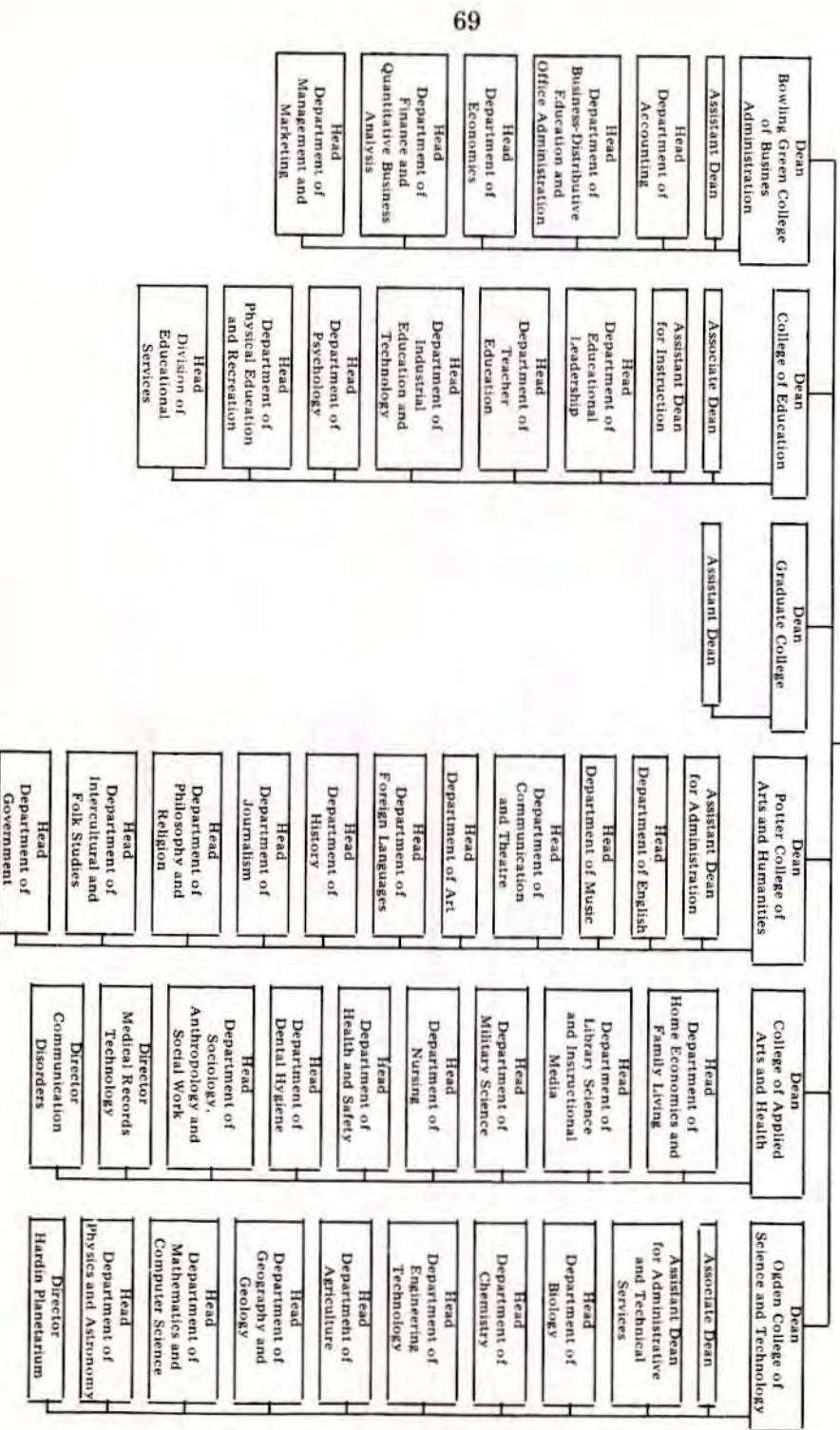
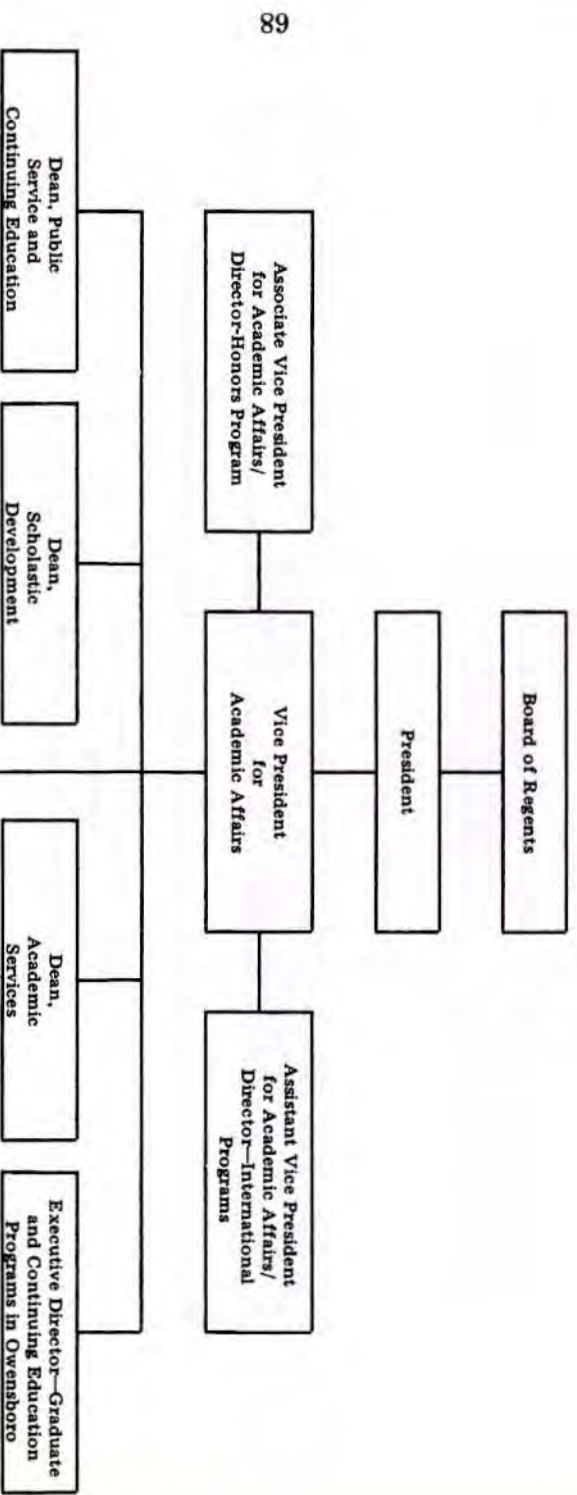
66

OFFICE OF THE PRESIDENT



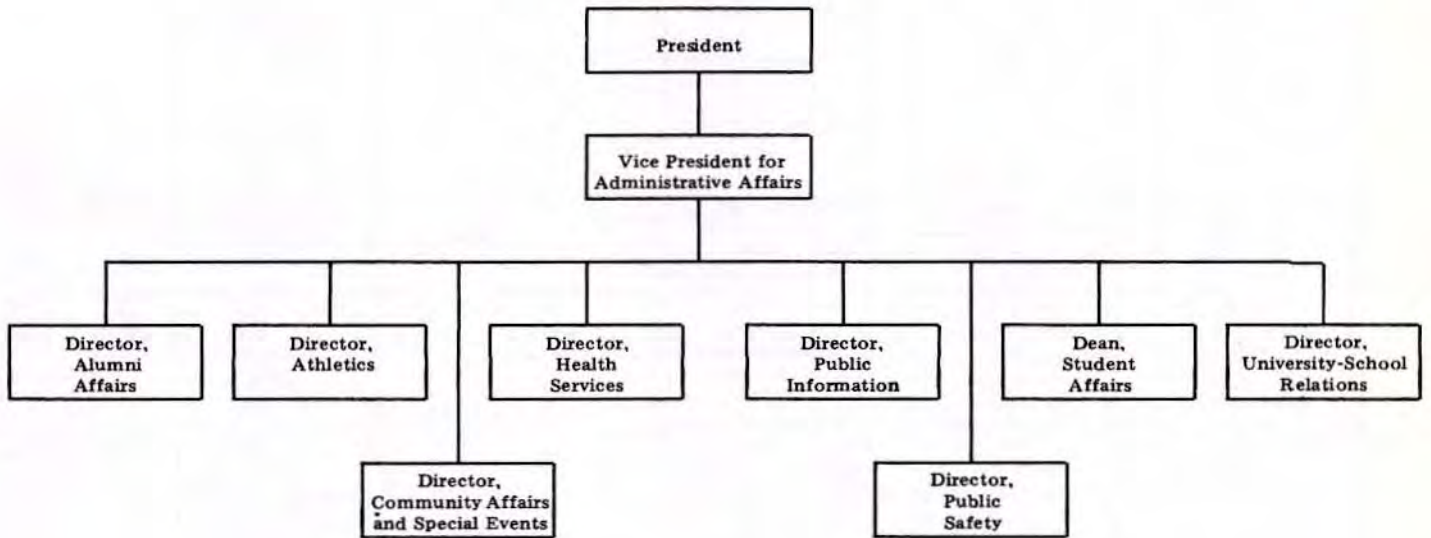
67

ACADEMIC AFFAIRS



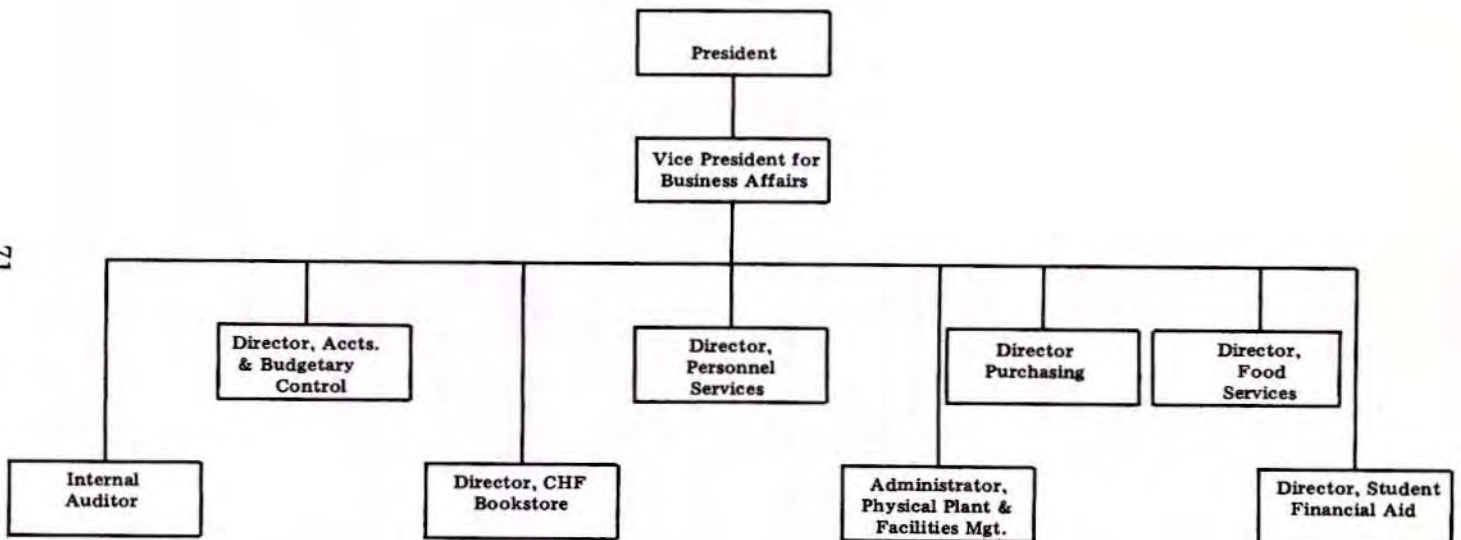
ADMINISTRATIVE AFFAIRS

70



BUSINESS AFFAIRS

71



CHARTER OF THE ACADEMIC COUNCIL

I. Name of the Organization

The name of this organization shall be the Academic Council of Western Kentucky University.

II. Purpose of the Organization

The Academic Council, comprised of representatives from the faculty, student body and administration, is the principal agency for curriculum review and control and for the determination of degree requirements, standards of scholastic achievement and rules governing faculty-student relations.

III. Functions of the Academic Council

- A. To recommend to the President academic policies pertaining to the curriculum and scholastic regulations.
- B. To review all proposals relative to the curriculum of the University forwarded to it by the duly established Curriculum Committees.
- C. To initiate studies and policies pertaining to the curriculum, scholastic regulations, or other matters referred to the Council by the President, the Vice President for Academic Affairs, or the Council of Academic Deans.
- D. To refer to the duly constituted academic committees, to the Council of Academic Deans, or to the special sub-committees of the Council assignments relative to academic affairs within the purview of Council authority.
- E. To recommend to the President the addition of new majors, minors or degree programs at the undergraduate or graduate levels.

IV. Composition of the Academic Council

A. Ex-officio Membership (voting)

The Vice-President for Academic Affairs
The deans of the Colleges and of academic service areas.
The President of Associated Student Government (or desig-

nated representative) and the Registrar.
Each ex-officio member may designate an alternate.

B. Elective Membership

Elected Faculty Representatives (voting)

Unit	Number of Elected Representatives
Academic Services	3
Applied Arts and Health	6
Arts and Humanities	10
Business Administration	4
Education	10
Science and Technology	8

Elected Faculty Alternates

Unit	Number of Elected Representatives
Academic Services	3
Applied Arts and Health	6
Arts and Humanities	10
Business Administration	4
Education	10
Science and Technology	8

The distribution of the number of elected faculty representatives and alternates by units is based on an approximate proportion of each units faculty to the total university faculty. To maintain a proportional representation, a review of the number of elected faculty representatives and alternates per unit shall be conducted on odd-numbered years.

Elected Student Representatives (voting)

One elected student representative each from Applied Arts and Health, Arts and Humanities, Business Administration, Education, Science and Technology, and Graduate Colleges.

C. Changes in Membership

The Academic Council may propose to the President revisions in the distribution, number, and qualifications of its membership.

V. Qualifications and Term of Office of Elective Membership on Academic Council

A. Faculty

1. Membership Qualifications: Full-time ranked faculty members of academic departments, including those with administrative assignments, who have completed two years of service at Western are eligible for membership on the Academic Council.
2. Term of Membership: The term of membership shall be two years with one-half of the faculty membership rotating each year. A faculty member may be elected for two terms, consecutively. Thereafter, one year must elapse before that faculty member is again eligible for membership.

B. Student

1. Membership Qualifications: Any undergraduate student who has earned a minimum of 60 semester hours, has a minimum grade point average of 2.75, has at least one semester of residence at Western and has declared a first major/area of concentration in a department of the college to be represented is eligible for membership on the Academic Council. Any graduate student in good standing is eligible for membership on the Academic Council as the student representative from the Graduate College.
2. Term of Membership: The term of membership shall be one year. Student members may succeed themselves for one additional term.

C. Vacancies in an Office

If an elected representative is unable to complete the term of office, the elected alternate with the highest vote for that unit will serve the remainder of the term.

VI. Officers of the Academic Council

The Council shall have a chair, vice-chair, secretary, recorder and parliamentarian.

VII. Committees of the Academic Council

The Council shall establish a Rules Committee and other standing committees to have initial jurisdiction over the various functions authorized to the Council by the Board of Regents.

VIII. Amendment of the Charter of the Academic Council

The Academic Council may recommend amendments to the Charter to the President. Final approval for amendments to the charter requires action by the Board of Regents upon recommendation of the President.

RULES AND PROCEDURES OF THE ACADEMIC COUNCIL

I. Organization

A. Chair:

The Chair of the Academic Council shall be the Vice President for Academic Affairs. The Chair presides at all meetings of the Council and is responsible for seeing that the agenda is prepared and that the minutes of the Council meetings are properly kept. For assistance with these duties, the Chair shall appoint a secretary, a recorder, and a parliamentarian. The Chair may create ad hoc committees and shall be the Chair of the Rules Committee.

B. Vice-Chair:

The Vice-Chair shall be elected on a yearly basis from the membership of the Council. The Vice-Chair shall assist the Chair in the preparation of the agenda and in the conduct of the business of the Council. The Vice-Chair shall preside at Council meetings in the Chair's absence and shall serve as Vice-Chair of the Rules Committee. The Vice-Chair may be delegated other responsibilities by the Chair.

C. Secretary, Recorder, and Parliamentarian:

From the faculty of the University a secretary and a recorder shall be appointed by the Chair. The Secretary, assisted by the Recorder, shall be responsible for keeping the minutes of the Council, for preparing the agenda of the meetings, and for distributing notices of all meetings to the membership and to the media as required by law. The Parliamentarian shall be responsible for advising the Chair on questions of parliamentary procedure which may arise.

D. Standing Committees

1. Rules Committee

The Council Chair and Vice-Chair shall be the Chair and Vice-Chair of the Rules Committee. The functions of the Rules Committee shall be:

a. to supervise elections for vacancies on the Council and to conduct such other elections as necessary.

b. to recommend to the Council the time and place of

regular meetings.

- c. to consider suggested changes in the Charter and Rules and Procedures and make recommendations to the Council.
- d. to review the Charter and Rules and Procedures and to make recommendations to the Council.
- e. to conduct a review of the proportional representation of the elected faculty representatives by unit and to make recommendations to the Council.
- f. to interpret the Charter and Rules and Procedures of the Council.
- g. to advise the Chair on other matters related to the operation of the Council.

2. General Education Committee

The functions of the General Education Committee shall be:

- a. to develop and review general education guidelines and course criteria, to review courses, and to make recommendations to the Council.
- b. to consider courses proposed for general education and make recommendations to the Council.

3. Academic Requirements and Regulations Committee

The functions of the Academic Requirements and Regulations Committee shall be:

- a. to review undergraduate degree and graduation requirements, excluding the functions assigned to the General Education Committee, and to make recommendations to the Council
- b. to review scholastic policies and regulations and the interpretation of policies and regulations as they apply generally to the University and to make recommendations to the Council.

4. Membership of Standing Committees

Each unit caucus shall elect to each standing committee two faculty representatives. The student caucus shall elect to each standing committee two elected student representatives. The Chair shall appoint two advisory members to the General Education Committee, two advisory members to the Academic Requirements and Regulations Committee, and one advisory member to the Rules Committee. The Chair and Vice-Chair shall be members of the Rules Committee and shall serve as Chair and Vice-Chair of that Committee. The Chairs of the other standing committees are to be elected each year by members of the respective committees.

5. Reports and Recommendations of Standing Committees

Standing committees of the Council shall make reports to the Council as necessary and shall file annual reports with the Secretary of the Council. Standing committees of the Council shall make recommendations to the Council on those matters which have received favorable committee action.

6. Rules of Standing Committees

- a. Meetings—Standing committees shall meet at least once each month during the academic year. Special meetings may be called by the committee chair upon the request of a majority of the committee members.
- b. Quorum—A quorum shall consist of a simple majority of voting members of the committee.
- c. Voting requirements—A simple majority of the quorum is required for a legal vote.
- d. Other rules—Each standing committee shall adopt such other rules as necessary for the conduct of business so long as such rules are not in violation of the Charter of Rules and Procedures of the Academic Council. In the absence of specific rules, *Sturgis Standard Code of Parliamentary Procedure* shall be the authority.

E. Categories of Membership

1. Ex-Officio Members—Ex-officio members are entitled to full participation in the organization.
2. Elected Representative—Elected representatives are entitled to full participation in the organization.
3. Elected Alternates—An elected alternate shall function in the place of an elected representative for the same unit when the elected representative is unable to attend a Council meeting. When an elected representative cannot attend a meeting, that member shall secure a replacement from the unit alternates and the selected alternate shall be responsible for notifying the secretary of the Council of this action.

II. Procedures

A. Elections

1. Election procedures for elected faculty representatives and alternates:
 - a. The office of the Vice-President for Academic Affairs shall prepare during the spring semester of each year a list of all faculty in each department who have academic rank and at least two years of service at Western.
 - b. Seven weeks prior to the end of the spring semester the Rules Committee shall prepare for each college/academic unit a list of faculty members eligible for election to the Council. The list for each unit shall be reviewed by the Rules Committee representative for that college or unit and the list will be certified as accurate by those Rules Committee representatives.
 - c. Voting shall be by secret ballot.
 - d. All faculty members and administrators with academic rank in a unit shall be eligible to vote in that unit.
 - e. Separate ballots shall be prepared for each college with the departments of the college and the faculty names for each department listed in alphabetical order. The ballot shall carry the appropriate instructions. Failure to comply with instructions shall void the entire ballot.

- f. Ballots shall be sent by campus mail during the sixth week prior to the end of the spring semester. In the event that a faculty member does not receive a ballot, that faculty member can obtain a ballot through the Secretary of the Academic Council by certifying that a ballot was not received through campus mail.
 - g. On the first and any subsequent ballots, each eligible voter shall be permitted to vote for a maximum of two persons from any one department and for a maximum total number of persons equal to the number of vacant representative offices for the respective college or area. The number of names to be placed on the second and subsequent ballots shall be twice the number of vacant representative offices for the respective college or area, and the names shall be those of the individuals receiving the highest vote totals on the previous ballot.
 - h. Ballots shall be returned to the appropriate college or area polling locations by the date and hour determined by the Rules Committee and specified on the ballot.
 - i. The college deans and the Dean of Academic Services shall be notified of their responsibility to assist in the collection of the ballots and in the supervision of the ballot boxes. These deans may establish alternate balloting locations.
 - j. A simple majority of legal votes cast shall constitute election on the first ballot. On the second and any other subsequent ballot, a simple plurality of the legal votes cast for a vacant representative office shall constitute election.
 - k. The members of the Rules Committee representing an individual college or area will be responsible for collecting and tallying the ballots. The Rules Committee shall meet within 24 hours of the close of the balloting to certify the election results and to resolve any problem or ties. In the event of a tie, the vote shall be retaken until the tie is resolved.
2. Election procedures for elected student representatives and alternates:
 - f. Ballots shall be sent by campus mail during the sixth week prior to the end of the spring semester. In the event that a faculty member does not receive a ballot, that faculty member can obtain a ballot through the Secretary of the Academic Council by certifying that a ballot was not received through campus mail.
 - g. On the first and any subsequent ballots, each eligible voter shall be permitted to vote for a maximum of two persons from any one department and for a maximum total number of persons equal to the number of vacant representative offices for the respective college or area. The number of names to be placed on the second and subsequent ballots shall be twice the number of vacant representative offices for the respective college or area, and the names shall be those of the individuals receiving the highest vote totals on the previous ballot.
 - h. Ballots shall be returned to the appropriate college or area polling locations by the date and hour determined by the Rules Committee and specified on the ballot.
 - i. The college deans and the Dean of Academic Services shall be notified of their responsibility to assist in the collection of the ballots and in the supervision of the ballot boxes. These deans may establish alternate balloting locations.
 - j. A simple majority of legal votes cast shall constitute election on the first ballot. On the second and any other subsequent ballot, a simple plurality of the legal votes cast for a vacant representative office shall constitute election.
 - k. The members of the Rules Committee representing an individual college or area will be responsible for collecting and tallying the ballots. The Rules Committee shall meet within 24 hours of the close of the balloting to certify the election results and to resolve any problem or ties. In the event of a tie, the vote shall be retaken until the tie is resolved.

- a. Prior to the end of each spring semester, the Associated Student Government shall conduct an election to select the student representatives and alternates for the next year.
- b. The Associated Student Government shall obtain a list of all students eligible to vote. This list must indicate each student's declared major.
- c. To be eligible for election, a student must file with the Associated Student Government and be certified as eligible by the Secretary of the Council. The deadline for filing for candidacy shall be two weeks prior to the date of election.
- d. Balloting shall be by secret ballot.
- e. To be eligible to vote for a candidate for representative of a particular college, the student must have declared a first major/area of concentration in that college.
- f. A simple majority of legal votes cast shall constitute election. In the event that no candidate receives a simple majority, a vote to attain such a majority shall be taken between the two candidates receiving the highest number of votes on the previous ballot.
- g. Within 24 hours of the close of the balloting, the election results shall be certified in writing to the Chair of the Council.

3. Election of the Vice-Chair: The Vice-Chair shall be elected from the membership of the Council at the first meeting of the Council for the academic year. Nominations shall be made from the floor by members of the Council. After nominations have ceased, the election shall be conducted immediately and by secret ballot.

B. Meetings

1. Schedule - Normally, the Council meets at 3:10 p.m. on the fourth Thursday of each month during the academic year and at 2:00 p.m. on the fourth Wednesday of June and July during the summer session. The Council does not normally meet in May and August. The Rules Committee shall

determine the place of meetings and may alter the meeting date when it is in conflict with University holidays. Special meetings may be called by the Chair as the volume of Council business dictates. Meetings of the Academic Council are conducted in accordance with the requirements of the Kentucky Open Meeting Law (KRS 61.805-6.991).

2. Quorum - A quorum shall consist of a simple majority of the voting membership of the Council.

3. Voting Requirements

a. An affirmative vote of a majority of the quorum of the Council shall be required for passage of any measure.

b. The Council will normally vote by voice or by the raising of hands. However, any member of the Council may request a vote by secret ballot or by any other method of voting and that request shall be granted. A request for a secret ballot shall take precedence over all other requests for methods of voting.

4. Agenda and Minutes - The agenda for a Council meeting and the minutes of the previous meeting shall be prepared by the Chair with the assistance of the Vice-Chair, Secretary and Recorder. The agenda and the minutes of the previous meeting shall be distributed to Council members a reasonable time prior to the meeting.

5. Visitors - Visitors shall be seated apart from the membership of the Council.

6. First and Second Readings - Procedural matters brought before the Council require only one reading. Substantive matters brought before the Council require two readings.

7. Parliamentary Authority - *Sturgis Standard Code of Parliamentary Procedure* shall be the parliamentary authority of the Council.

C. Amendments

The Rules and Procedures of the Council may be amended by majority vote of the quorum.

FACULTY SENATE CONSTITUTION WESTERN KENTUCKY UNIVERSITY

Preamble

The Faculty Senate at Western Kentucky University is an elected body of representatives from the faculty whose functions are to provide a forum for the concerns and interests of the university-wide faculty community, to furnish advice and recommendations with reference to policies that pertain to the faculty and to make available to the University the expertise of the faculty on appropriate matters.

I. Functions of the Faculty Senate

The Faculty Senate functions as an official representative voice of the faculty on any university policies which the President may refer to it for consideration and opinion, or which it determines should be brought to the attention of the President, or to the Board of Regents through the President.

It makes recommendations to the Academic Council on academic policies and programs.

It may, upon request, or upon its own initiative furnish advice and recommendations on policies and procedures, such as those relating to:

- a. Criteria for recruitments, appointments, reappointments, promotions, granting of tenure, evaluation of work effectiveness, and recognition of outstanding faculty performance in instruction, research, creative activity and service.
- b. Salary, workload, working conditions, summer teaching employment, patent policy, copyright policy, awarding of university research grants, and recognition and publication of scholarly or creative work.
- c. Retirement programs, insurance plans, sick leave, and other business issues which concern the faculty.
- d. Planning and maintenance of physical facilities when these may affect the attainment of the educational objectives of the university.
- e. Faculty responsibilities, privileges, grievances, sabbatical leaves, leaves of absence, travel expenses for professional conventions and programs, off-campus instruction and service, consulting, and academic freedom.
- f. Long range planning of institutional goals and priorities as related to the function of the Senate.

The Faculty Senate may advise the Board of Regents, in the

event of a vacancy or an announced impending vacancy of the Office of President, on qualifications for the Office of President and the policies concerning faculty involvement in the filling of the office.

- #### II. Coordination of the Academic Council and the Faculty Senate
- Each body is dominant in its stated functions and it is the duty of each to report its recommendations to the President and to the Board of Regents through the President.

III. Organization

A. Composition

1. The term faculty for the purposes herein is defined as persons in the full-time employ of the university who hold faculty rank and who satisfy at least three-fourths of their contractual obligation in teaching, research, public service, and/or non-administrative assignments.

The term college as used herein is defined as the undergraduate colleges and the area of Academic Services.

2. The Faculty Senate shall be composed of members elected by and from the faculty, with the President of the University and the Vice President for Academic Affairs or designates serving as ex-officio non-voting members. The Faculty Regent, unless already an elected member of the Senate, shall be an ex-officio non-voting member of the Senate.
3. Each department is entitled to one senator who shall be elected by secret ballot by the faculty of that department; each college may also be entitled to at-large senators. The total number of senators (departmental senators plus at-large senators) to which each college is entitled is that number which will make up a delegation equal to 10 percent (rounded to the nearest whole number) of the college's total faculty as previously defined. The at-large representation of each college therefore may vary, and the number shall be determined and adjusted in accordance with the number of qualified faculty members listed on the official Senate roster prepared during the fall of the academic year during which the elections occur. No department shall have more than one at-large senator until all departments in the college have at least one senator serving in an at-large capacity.
4. Term of office: Each elected member shall serve for a term of two years and shall be eligible for reelection for a second

consecutive term but ineligible for further reelection until one year has elapsed. Elections to fill vacancies shall be for the unexpired term.

B. Officers

1. The Faculty Senate shall have a Chairperson, Vice-Chairperson, Secretary-Treasurer, and Parliamentarian.
2. The officers of the Faculty Senate shall serve in their respective positions for a period of one year, or until a successor is elected. They shall be eligible for reelection.
3. The term of the Chairperson shall begin with his or her election in the first week of March. The terms of the Vice-Chairperson, Secretary-Treasurer, and Parliamentarian shall begin with their election at the following regular meeting of the Faculty Senate.

C. Elections

1. All elections of new members of the Faculty Senate shall be conducted under the supervision of the By-Laws, Amendments and Election Committee.
2. Members of the Faculty Senate are to be elected during the third and fourth weeks in February and shall be chosen as follows:
 - a. Departmental elections: During the third week in February the faculty in each department shall elect by secret ballot one representative to the Faculty Senate.
 - b. At-Large elections: During the first week in February the By-Laws, Amendments and Elections Committee will inform each college in writing of the number of at-large senators to which the college is entitled. Each of the aforementioned colleges shall elect at-large senators during the fourth week of February by secret ballot.
3. Elections of Officers, the Executive Committee and the Standing Committees
 - a. Election of Committees: During the week following the election of the at-large senators (exclusive of vacations), the out-going member of the By-Laws, Amendments and Elections Committee from each college shall call a caucus of the senators from that college who will be serving during the forthcoming year, together with the out-going senators from that college.

The purpose of this caucus is three-fold:

- i) The current members of the Senate shall provide the newly-elected members with a brief orientation to the Faculty Senate.

- ii) The current members of the Senate shall provide a description of the duties and responsibilities of each of the standing committees.

- iii) The senators who will be serving during the forthcoming year shall elect from their number one senator to serve on each of the standing committees, commencing with the May meeting of the Faculty Senate.

- b. Election of the Officers of the Faculty Senate: At the May meeting of the Faculty Senate, the senators who will be serving during the forthcoming year shall elect

by secret ballot one from their number to serve as Chairperson of the Faculty Senate, one to serve as Vice-Chairperson, one to serve as Secretary-Treasurer, and one to serve as Parliamentarian.

- c. Election of Committee Chairpersons: At the same May meeting of the Faculty Senate, each of the standing committees which will be serving during the forthcoming year shall caucus and elect a chairperson from its membership.

4. Vacancies in the Senate: Departmental vacancies in the Faculty Senate occurring during the academic year shall be filled by new elections within three weeks of the vacancy. Departmental vacancies occurring during the summer term will be filled by new elections within three weeks of the beginning of the next fall semester. Vacancies in at-large delegations shall be filled by the individual receiving the next highest vote in the at-large election of the college in which the vacancy occurred.

D. Meetings and Rules of Procedure

1. The Faculty Senate shall meet once each month during the school year unless the frequency of meetings is changed by a vote of the Senate. The date, time, and place of the meetings are to be determined by the Executive Committee.
2. No regular meeting of the Faculty Senate shall be held unless an agendum prepared by the Executive Committee is distributed to all members of the Senate at least four school days prior to the meeting.
3. Special meetings may be called by the Chairperson with the concurrence of the majority of the voting members of the Executive Committee. Such meetings must also be called by the chairperson upon written request of at least

ten (10) members of the Faculty Senate.

4. The Executive Committee shall appoint a temporary Chairperson should neither the Chairperson nor Vice-Chairperson be able to attend any Faculty Senate meeting.
5. A quorum of the Faculty Senate shall be a majority of the Senate membership.
6. The Faculty Senate shall adopt rules for the conduct of its business. In the absence of any special rules of order which the Senate may adopt, *Sturgis Standard Code of Parliamentary Procedure* shall govern the conduct of the meetings.

E. Committees

1. Executive Committee

The Executive Committee shall be composed of the Chairperson of the Faculty Senate and one senator from each college. The Vice-Chairperson shall sit ex-officio and non-voting. The Chairperson of the Senate shall preside and have voting privileges.

The term of the elected members of the Executive Committee shall commence with their election and shall be for one year or until successors are elected. A quorum for the Executive Committee shall be four of the seven voting members of the committee.

It shall be the responsibility of the Executive Committee to perform functions assigned to it by the Faculty Senate. It shall function as liaison between the Senate and the administration and between the Senate and the Rules Committee of the Academic Council. Its recommendations shall be recorded in its minutes and reported to the Senate at the next regular meeting. It may create special and ad hoc committees and determine the composition of all committees subject to the approval of the Senate. It shall refer to the appropriate Senate committee for study such matters as are designated by the Faculty Senate. The written reports of the committees to the Senate shall be submitted to the Chairperson of the Faculty Senate. It shall insure that elections of the Senate are carried out as specified by the Constitution.

2. By-Laws, Amendments, and Elections Committee

It shall be the responsibility of this committee to supervise nominations and elections. It shall study, and when appropriate, make recommendations concerning Senate rules and by-laws, proposed amendments, and procedural changes.

3. Faculty Status and Welfare Committee

It shall be the responsibility of the committee to study, and when appropriate, make recommendations to the Faculty Senate on policies, criteria, and procedures for faculty appointments, recruitment of faculty, reappointments, promotions, and granting of tenure.

It shall study and, when appropriate, make recommendations to the Faculty Senate on policies and procedures concerning salary, faculty work load, working conditions, and summer teaching employment. It shall also furnish advice on policies and procedures relating to retirement programs, insurance plans, sick leave, and other subject areas that are relevant to faculty welfare.

It shall also study and, when appropriate, make recommendations to the Faculty Senate on policies and procedures concerning sabbatical leaves, leaves of absence, professional travel expenses, off-campus teaching and service, consultant activities, and academic freedom and academic due process.

4. Professional Responsibilities and Concerns Committee

It shall be the responsibility of this committee to study, and when appropriate, make recommendations to the Faculty Senate on the policies and procedures for the consideration of faculty grievances.

It shall study and, when appropriate, make recommendations to the Faculty Senate on policies, criteria, and procedures for faculty evaluation, and the recognition of outstanding performance in teaching and University service.

It shall study and, when appropriate, make recommendations on policies and procedures relating to patents and copyrights, University research grants, and recognition of scholarly and creative activity.

It shall also study and, when appropriate, make recommendations to the Faculty Senate concerning the responsibilities and obligations of the faculty person in his/her role as scholar and teacher.

5. Institutional Goals and Planning Committee

It shall be the responsibility of this committee to study, and when appropriate, make recommendations to the Faculty Senate relating to the long-range planning process, including institutional goals and objectives, program-related physical facilities, and policies related to instructional support areas.

6. Fiscal Affairs Committee

It shall be the responsibility of this committee to study, and when appropriate, make recommendations to the Faculty Senate on institutional policies, procedures, and guidelines related to resources allocation, the financial impact of proposed program additions or changes, and institutional response to financial exigencies.

7. Academic Affairs Committee

It shall be the prerogative of this committee to study, and when appropriate, make recommendations to the Faculty Senate on academic policies and programs under consideration by the Academic Council. Upon recommendation of the committee, the Faculty Senate may initiate action on academic policies which it thinks should be considered by the Academic Council. This committee shall coordinate its efforts and activities with the Fiscal Affairs Committee where academic policies and decisions have financial and budgetary consequence.

8. Committee on University Committees

It shall be the responsibility of this committee to appoint members of the university community to university-wide committees when instructed to do so by the Chairperson of the Faculty Senate at the request of the President of the University.

9. Committee on Senate Communications

It shall be the responsibility of this committee to produce and distribute the Faculty Senate *Newsletter* to the university community and to prepare other communiques of an informative nature at the request of the Chairperson of the Faculty Senate.

IV. Senate Action

The Faculty Senate acts directly or through its committees. Formal communications containing advice and recommendations of the Senate on institutional policies are addressed from the Chairperson of the Senate to the President or office or body designated by the President, or through the President to the Board of Regents.

The Faculty Senate may also address communications to a member of the faculty or the faculty in general, making suggestions or recommendations, giving advice, furnishing information, or communicating otherwise for whatever purposes the Senate deems appropriate.

V. By-Laws

General by-laws governing the operation of the Faculty Senate shall be adopted by a majority vote of the actual membership of the Senate.

VI. Amendments

An amendment may be proposed by the Faculty Senate by a two-thirds majority of those voting, provided it was included in the agenda and was available to the members of the Faculty Senate at least two weeks before the vote is taken. An amendment becomes operative upon being approved by the Board of Regents.

By-laws will be adopted to determine how amendments will be submitted.

VII. Ratification

The Faculty Senate shall be established and this constitution shall be adopted upon approval of the Board of Regents.

THE EDUCATION RIGHTS AND PRIVACY ACT OF 1974

The Educational Rights and Privacy Act of 1974 requires institutions of higher education to inform the student body of the types of student educational records being kept within the institution, where they are located on campus, and the official responsible for the secur-

ity of these records. Therefore, students and faculty at Western Kentucky University should be aware of the following:

- I. The permanent transcript of grades earned at the University is kept in the Office of the Registrar, Wetherby Administration Building. Inquiries should be directed to the Registrar.
- II. The permanent folder for each student, including such items as the application for admission, ACT scores, high school transcript, correspondence with the student, etc., is kept in the Center for Academic Advisement, Career Planning and Placement, Wetherby Administration Building. Inquiries should be made to the Director of that Office.
- III. Academic advisement, career planning and placement records are kept for most students. Generally, advisement records are kept within the academic department of the student's major by the faculty advisor or department head. Advisement, career planning and placement records are kept in the Center for Academic Advisement, Career Planning and Placement. Inquiries should be directed to either the head of the academic department or to the Director of the Center for Academic Advisement, Career Planning and Placement.
- IV. Graduate admission and advisement records are kept in the Graduate College office, Cravens Graduate Center, and in the student's academic department. Inquiries should be directed to the Dean of the Graduate College or to the head of the student's major department.
- V. Other student records pertaining to teacher education, student affairs, organizations, alumni affairs, traffic, residence halls, student health, and financial aid are maintained by the offices responsible for these areas. Inquiries should be made to the Director of each office.

Each office and department maintaining student educational records has procedures for students to review their records and policies for the release of student records. Student educational records will be released outside the University only to those persons specifically authorized by the federal and state statutes. Within the University, student educational records are available only to authorized University personnel who have an educational interest in the student and the record. Inquiries pertaining to review or release of records should be directed to the head of the office or department maintaining

the record.

Procedures for a student to challenge the content of an educational record when it is believed that a part of the record is inaccurate, misleading, or in violation of the student's rights are as follows: 1) The head of the office will confer with the student in an attempt to reach an understanding about the item in question and to resolve the matter if possible. 2) If an understanding cannot be reached, the Vice President responsible for the office or department maintaining the record will arrange for a hearing upon written request from the student. At this hearing, the student and the head of the office will present the facts to an ad hoc committee consisting of three impartial persons (administrative staff and/or faculty) appointed by the Vice President. 3) After the hearing, this committee will make recommendations, but the Vice President will make the final decision. Inquiries about these procedures should be directed to the head of the office or department and/or the appropriate Vice President.

Other questions pertaining to the Educational Rights and Privacy Act of 1974 or student educational records may be directed to the Dean of Scholastic Development, Wetherby Administration Building. (see forms on accompanying pages.)

**REQUEST FOR INSPECTION OF
STUDENT RECORDS**

REVIEW REQUEST

(To be executed by student who wishes to review records)

Date: _____

I, _____ of
(Name of Student)

_____ hereby request
(Complete Address of Student)

that I be permitted to inspect and review the records of _____

_____, pertaining to
(Department or office which has custody of record)

me.

(Signature of student)

(Telephone Number)

RELEASE REQUEST

(To be executed by any person, agency, or organization, other than the student, desiring access to the records of a student)

PART I

Date: _____

I hereby request access to the records of _____
(Name of Student)

_____ on behalf of _____
(Name of person, agency or organization)

for the following purpose: _____

The specific records requested are: _____

Signature of person desiring access)

PART II

Consent—This portion is to be executed by student at the student's sole discretion, but only cases of inspection or release to persons outside the institution.

I hereby consent to the release of my records as requested above.

(Student's Signature)

NOTE: This form to be retained by a custodian of records with the records of the affected student.

INDEX

Absence from Work	35	Graduate Council	5
Academic Computing and Research Services	52	Graduate Faculty Selection	26
Academic Council	4	Grant and Contract Services	53
Academic Dishonesty	47	Group Life Insurance	55
Academic Freedom	35	Group Travel Accident Insurance ...	56
Academic Functions	44	Guest House	61
Academic Offenses	47	Health Insurance	55
Academic Services	50	Health Programs Committee	6
Adjunct Professor	12	Health Services	57
Administrative Council	5	Housing	58
Appointee in Residence	11	Identification Cards	57
Appointment Process	8	Informing Students of Grading Procedures	45
Board of Regents	3	Institutional Publications	59
Building Security	58	Kentucky Auto and Driver Regulations	63
Campus Bookstore Facilities	47	Kentucky Voting	63
Campus Tour Guide	60	Leaves of Absence	35
Cheating	48	Library Services	50
Class Rolls	45	Mail Service	62
Class Schedule Bulletins	60	Media Services	51
College Curriculum Committee	7	Office Facilities	47
College Heights Herald	60	Office Hours	35
Completion of Doctorate or Master's Degree	28	Official Travel	57
Computer and Informational Services	52	Organization for Instruction	4
Council of Academic Deans	5	Other Benefits	57
Course Syllabi or Outlines	32	Other Types of Academic Dishonesty	48
Cultural and Recreational Opportunities	58	Outside Employment and Consultative Functions	37
Disability Insurance	55	Paid Consulting	37
Disposition of Offenses	48	Parking Facilities	61
Distinguished Visiting Professor	11	Participation in Funded Projects	38
Elementary and Secondary School Facilities	61	Part-time Student Employees	46
Externally Funded Grants and Contracts	38	Payroll Deductions	55
Extra-Curricular Duties	45	Plagiarism	48
Faculty and Staff Meetings	26	President	3
Faculty Dining Room	61	President of the College Heights Foundation	3
Faculty Evaluation	26	Printing and Copy Center Services ..	46
Faculty Load Responsibilities	28	Professional and Learned Societies ..	36
Faculty Lounges	61	Professional Growth	36
Faculty Research Bulletin	60	Professional Secretarial Services	46
Faculty Senate	5	Protection of University Personnel and Property	44
Field Trips	32	Public Information	44
Food Services	58	Rank, Faculty	8
Grade Books	45	Registration	44
Graduate Bulletin	59	Religious Opportunities	62

Research and Publication	36	Technology Programs Committee.....	6
Retired Personnel	60	Tenure Policy	12
Sabbatical Leaves	25	Tests and Examinations	32
Salary Checks	55	This Month at WKU	60
Scheduling of Classes	44	This Week at WKU	60
Smoking	35	University Archives	53
Social Security	56	University Credit Union	57
Special Faculty Appointments	10	University Counseling Services	
Sponsored Research	37	Center	46
Standing Committees of the		University Curriculum Committees...	6
Academic Council	7	University Stationery and Postage...	58
Standing Committees of the		Vice President for Academic Affairs..	3
Faculty Senate	7	Vice President for Administrative	
Student Advisement	33	Affairs	3
Student Complaint Procedure	48	Vice President for Business Affairs ...	3
Student Records	46	Visiting Professor	11
Student-Teacher Ratio	32	Western, History	1
Summer Research and		Western Kentucky University	
Study Fellowships	25	Catalog	59
Talisman, The	60	Western Kentucky University	
Tax Sheltered Annuity Programs ...	56	Women	62
Teacher Education Committee	6	Workmen's Compensation	56
Teacher Retirement	56	Zephyrus.....	60
Teaching Facilities and			
Classroom Supplies	47		