



WESTERN KENTUCKY UNIVERSITY

COLLEGE OF HEALTH AND HUMAN SERVICES
Faculty Handbook

8th Edition Revision (May 2, 2014)

FOREWORD

I. Purpose and Scope

The purpose of this handbook is to provide the College of Health and Human Services (CHHS) with a constructive framework for operation guided by its vision and mission.

II. VISION

The vision of the CHHS is to be recognized nationally as a college that offers exemplary programs in Health and Human Services.

III. MISSION

The mission of the CHHS is to provide diverse educational opportunities leading to excellence in Health and Human Services for a global community. Core values of the CHHS are:

Accountability Collaboration Diversity Engagement	Excellence Globalization Integrity Lifelong Learning	Professionalism Scholarship Service
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IV. DISCLAIMER

The WKU Faculty Handbook takes precedence over the CHHS Faculty Handbook in regards to any discrepancy between the handbooks.

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I. CHHS ORGANIZATION AND ADMINISTRATION

I.A. Administration:

I.A.1 The current organizational structure for CHHS is available at:

http://www.wku.edu/academicaffairs/documents/org_chart_aug_29_2013_pg2_link.pdf

I.A.2 Officers of the CHHS are as follows:

- (a) Dean of the College
- (b) Associate Dean of the College
- (c) Associate Dean for Research
- (d) Associate Dean for Facilities and Management
- (e) Department Heads/Director of School of Nursing (SON)
- (f) Program Directors/Coordinators
- (g) CHHS International Liaison Officer

I.A.3 Duties of the CHHS Officers:

The officers of the CHHS shall perform the following duties prescribed herein in addition to those found in the WKU Faculty Handbook. The duties of the officers are as follows:

- (a) The Dean of the College is charged by the Provost and Vice President of Academic Affairs to plan, organize, direct, and control the affairs of the College as its chief administrative officer. The Dean or the Dean's designee shall serve as chair of CHHS college-wide meetings.
- (b) The Associate Dean of the College reports directly to the Dean and is responsible for assisting the Dean in matters relating to the operation of the College. The Associate Dean represents the Dean's office in the absence of the Dean, attends meetings on behalf of the Dean, and conducts all correspondence including the preparation of reports delegated by the Dean as well as any other functions delegated by the Dean. The Associate Dean of the College shall preside at meetings of the CHHS in the absence of the Dean or at the request of the Dean.
- (c) The Associate Dean for Research reports directly to the Dean and supports/facilitates interdisciplinary research teams in the CHHS with research and grant proposals. The Assistant Dean for Research serves on the CHHS Research and Grant Committee as ex- officio member and represents the CHHS on WKU's Research Council.
- (d) The Associate Dean for Facilities and Management reports directly to the Dean and is responsible for coordination of space and facilities projects in the CHHS including the scheduling of courses and room assignments.
- (e) The Department Heads/Director of the School of Nursing report to the Dean and are/is responsible for administration and academic leadership within their respective departments or school. The Department Heads/Director of SON are to adhere to the

policies and procedures adopted by the Board of Regents and to those contained in the WKU Faculty Handbook.

- (f) Program Directors report to respective Department Heads or Director of SON or Dean as appropriate. Program Directors are directly responsible for their designated degree program, including input into the departmental budget process; curriculum revisions; internships; seeking or maintaining appropriate accreditations/approvals; approving programs for each student in his/her program area; recommending to Department Head course scheduling and instructors; chairing program advisory councils; preparing appropriate recruitment brochures and coordinating recruitment activities for the program; developing/approving internships, cooperative education or clinical experiences for students in the program; upon recommendation of the faculty, approving textbook selections for courses in the program; coordinating Strategic Planning for the program, including program assessment and outcome evaluation.
- (g) CHHS International Liaison Officer reports directly to the Dean and serves as the CHHS representative to the International Education Advisory Council (IEAC). CHHS International Liaison Officer (ILO) is appointed for a three year term by the Chief International Officer upon consultation with the Dean. The ILO serves as a conduit for information between students, faculty, departments and the CHHS; assists faculty with study abroad/global learning interests; provides leadership and support to internationalization efforts of students, faculty, departments, and the CHHS; serves as a member of the CHHS Committee for Internationalization.

I.A.4 Parliamentary Authority:

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the College in all cases to which they are applicable in which they are not inconsistent with these Policies and Procedures and any special rules of order the College may adopt.

I.B. Standing CHHS Committees:

I.B.1. CHHS Undergraduate Curriculum Committee:

1.1 The Committee shall be composed of the Associate Dean, who shall serve as non-voting chair and one member elected by each department within the College. Department Heads/Director of SON shall serve as ex-officio members. Alternates shall be elected to serve in the absence of the regular voting member from that department.

1.2 All terms shall be for three years and members will be elected to staggered terms such that one term ends each year. Elections for department alternates are held during the same year as regular committee members. Both regular members and alternates can succeed themselves.

1.3 The Undergraduate Curriculum Committee shall be responsible for review and approval of all undergraduate curriculum changes in the College. Responsibility shall include oversight of the undergraduate CHHS prefix courses. The Associate Dean shall serve as program coordinator for the CHHS prefix courses.

1.4 Meetings shall be called by the Associate Dean. Committee members will have a minimum of one week to review curriculum requests prior to a called meeting.

I.B.2. CHHS Graduate Curriculum Committee:

2.1 The Committee shall be composed of the Associate Dean, who shall serve as non-voting chair, and one voting graduate faculty member elected from each CHHS department. Department Heads/Director of SON are eligible to serve. Each graduate program in the college can have a representative, and this member may be the graduate program coordinator/director or an elected graduate faculty member from that program.

2.2 All terms shall be for three years and members will be elected to staggered terms such that two terms end each year. Members can succeed themselves.

2.3 The Graduate Curriculum Committee shall be responsible for review and approval of all graduate curriculum changes in the College.

2.4 Meetings shall be called by the Associate Dean. Committee members will have a minimum of one week to review curriculum requests prior to a called meeting.

I.B.3. CHHS Academic Complaint Committee:

3.1 The committee shall be chaired by the Associate Dean in CHHS and composed of one faculty member from each department.

3.2 All terms shall be for one year.

3.3 The CHHS Academic Complaint Committee shall be responsible for review of all academic complaints according to the academic complaint procedure outlined in the WKU Student Handbook.

I.B.4. CHHS Sabbatical and Faculty Awards Committee:

4.1 The committee shall be composed of one tenured faculty member elected by each academic unit in CHHS. The Dean will appoint one of the faculty members to serve as Chair of the Committee.

4.2 All terms shall be for one year.

4.3 The Sabbatical and Faculty Awards Committee shall be responsible for review of all nominee materials. The Committee shall select one finalist from each category. The Committee may interview nominees prior to submitting the recommendations.

4.4 Meetings shall be called by the Chair.

4.5 Applications for Sabbatical are forwarded to the College Sabbatical and Faculty Awards Committee. The Committee will evaluate proposals and submit to College Dean recommendations as to the relative merits of the proposals. The Dean shall then submit their recommendations to the Provost and Vice President for Academic Affairs for review. The Provost and 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.

4.6. The Committee will review nominations for CHHS Faculty Award for Teaching, Research/Scholarly Activities, Public Service, and Student Advisement. The Chair of the Committee will acquire the nominee solicited through the Office of Academic Affairs and invite nominees to submit a 1-2 page summary for review by the Faculty Awards Committee. The Committee will submit recommendation to the Dean, CHHS, by December 10th each year. The Dean will notify the nominees of their selection and notify Academic Affairs about the College's award recipients. The award recipients will submit an electronic portfolio in accordance with University Policy 1.1183. The policy is: http://www.wku.edu/policies/documents/faculty_university_awards.pdf

4.7 The Sabbatical and Awards Committee makes recommendations to the Dean, CHHS, on the CHHS Outstanding Staff Award, Outstanding Part-time Faculty Award, and Outstanding Graduate Student. The timeframe and process of the selection of these awards will be determined by the Chair of the CHHS Sabbatical and Awards Committee and Dean.

I.B.5. CHHS Advisory Committees:

5.1 The CHHS Internal Advisory Committee, known as the CHHS Advisory Committee, shall be composed of a representative from each department, center/institute, auxiliary staff, and students. Subcommittees may be established as needs are identified.

5.2 The CHHS External Advisory Committee, known as the CHHS Board of Stakeholders, shall be selected at the discretion of the Dean with community representation from disciplines within the college. Operations will generally be guided by policies and procedures adopted by that Board.

The mission of the College of Health and Human Services (CHHS) Board of Stakeholders is to assist the Dean and the leadership in the College in strategic planning, development and implementation of short range and long range goals, community outreach and services, and the establishment of endowments for education, research, and clinical services. More information about CHHS Board of Stakeholders is at: <https://www.wku.edu/chhs/boardofstakeholders.php>

I.B.6. CHHS Research and Grant Committee:

6.1 This committee will assist in promoting College-wide collaborative research. The Associate Dean for Research serves as the chair of this committee. Suggested activities: (1) support a research symposium annually to discuss and share research in the college; (2) identify recipients of mini-grants through the Dean's office.

6.2 The committee shall be selected at the discretion of the Dean.

I.B.7. CHHS Facilities Committee: The Facilities Committee shall be composed of a representative (faculty or staff) from each department and reports to the Assistant Dean for Facilities and Management. The Associate Dean for Facilities and Management serves as ex-officio member of the Committee. The committee's duties include: (1) assess current space utilization and make recommendations for short-term improvements; (2) review building space and utilization and make recommendations about how to reconfigure, renovate to meet programmatic needs of the college; and (3) prioritize the classroom improvement projects and equipment requests each fall.

I.B.8. CHHS Academic Advising Committee: The purpose of the Academic Advising Committee is to provide advice and direction to advising needs within the college. The CHHS advisor for undeclared students will chair the committee and call monthly meetings throughout the academic year. The committee shall be composed of one elected member from each department.

I.B.9. CHHS International Education Committee: The International Education Committee is composed of the College International Liaison Officer and faculty members vested in the internationalization efforts of the college and university. The committee is charged with supporting students, faculty, departments, and the college while identifying, addressing, and spearheading opportunities to enhance internationalization efforts and global learning goals.

I.B.10. CHHS Administrative Committee: CHHS Executive Committee consists of all department heads and School Directors, Director of the Doctor of Physical Therapy, Assistant and Associate Deans, and Directors of the Institute for Rural Health and South Central Area Healthy Education Center. The Executive Committee meets regularly to provide strategic planning, review staffing plans, and address policies and procedures in CHHS and WKU.

I.C. General CHHS Committee Information:

I.C.1. Additional Standing Committees:

1.1 Additional standing committees may be constituted by the Dean upon the advice of the Department Heads/Director SON and/or the General Faculty of the College (e.g., committees on Mentoring, Advising, and New Programs).

I.C.2. Ad Hoc Committees:

2.1 Ad hoc committees may be appointed by the Dean.

I.C.3. Committee Chairs:

3.1 Committee chairs are expected to seek the consultation of faculty members, administrators, or others who have expertise in the area of their committee's responsibilities and to seek input from all interested faculty.

3.2 Committee chairs are empowered to form subcommittees, either ad hoc or standing. Subcommittee members may be appointed by the committee chair and, when appropriate, may include persons not on the committee.

I.C.4. Committee Meetings:

4.1 Committee meetings shall be scheduled and announced in such a way that maximum attendance will be encouraged.

I.C.5. Voting:

5.1 Only College faculty who are members of the Graduate Faculty shall be eligible to vote for the election of the Graduate Council representatives.

5.2 All college faculty shall be eligible to vote in all other college elections.

I.C.6. Committee Members:

6.1 Committee members may serve successive terms unless prohibited by university policy.

6.2 Committee members will serve a three year term unless stated otherwise.

II. FACULTY APPOINTMENTS AND RESPONSIBILITIES

II.A. Faculty Appointments:

II.A.1. Generally:

1.1 FACULTY:

The faculty of the CHHS shall consist of those members of the general faculty who hold academic appointments in the College as outlined in the WKU Faculty Handbook, 19th edition. For Pedagogical, Clinical, and Research track faculty members see the appropriate policy on the Academic Affairs Policies Page (*refer to WKU Faculty Handbook*).

1.2 DUTIES AND RESPONSIBILITIES:

The CHHS faculty members assume academic responsibilities commensurate with the missions and goals of the university, and are expected to demonstrate competence in their discipline, to provide effective teaching, to engage in research/creative endeavors and conduct service.

The CHHS faculty members are encouraged to participate in activities that support the mission of the University as appropriate for the discipline through study abroad, international research collaborations, inclusion of international students in research experiences, etc.

1.3 GRADUATE FACULTY APPOINTMENT:

The CHHS follows the guidelines of the university for Graduate Faculty Appointment and/or reappointment. Due to the clinical nature of some programs in the CHHS, faculty with master's degrees may be considered for graduate faculty appointments.

II.A.2. Faculty Members Appointed to Positions Requiring Doctoral Degree: (*refer to WKU Faculty Handbook*)

II.A.3. Completion of Doctorate: (*refer to WKU Faculty Handbook*)

II.B. Faculty – Workload:

II.B.1. Reassigned Time:

1.1 The CHHS Annual Faculty Plan for Workload and Special Assignment Approval Form is located at www.wku.edu/chhs/forms.php The CHHS form is due in the Dean's office by February 15, or the date designated by the Dean, for the next academic year. A final report must be completed before approval of subsequent reassigned proposals.

II.C. Academic Freedom: (*refer to WKU Faculty Handbook*)

II.D. Professional Conduct: (*refer to WKU Faculty Handbook*)

II.E. Professional Growth:

II.E.1. Professional Travel:

1.1 A pre-authorization travel form is located at the WKU eSignature Forms site and is required for all faculty and staff. The form is located at:
<https://asaweb.wku.edu/php/prod/wkuforms/source/WKUFormsCreateInst.php?form=TravelAuth>

1.2 The form must be completed by the faculty/staff and submitted to the Department Head. The Department Head will forward to the Dean for approval prior to the scheduled travel dates.

1.3 The pre-authorization is necessary to properly record any and all official travel before the travel commences, to identify funding sources (if available), and to insure that the traveler is covered under WKU's liability provisions.

II.F. Professional and Learned Societies: *(refer to WKU Faculty Handbook)*

II.G. Research/Creative Activity and Publication: *(refer to WKU Faculty Handbook)*

II.H. WKU's Quality Enhancement Plan (QEP) and Regional Stewardship Program:
(refer to WKU Faculty Handbook)

II.I Faculty and Staff Meetings:

II.I.1. Meetings:

1.1 The faculty of the CHHS shall meet at least once each regular academic term.

1.2 Special meetings may be called by the Dean, and shall be called upon written request to the Dean by 25 percent of the members of the faculty of the College. All full-time faculty shall have the right to vote. The presence of at least 50 percent of the members of the faculty shall be necessary for a quorum. All meetings shall be announced and scheduled in such a way that maximum attendance will be encouraged.

1.3 The Dean (or in the absence of the Dean, the Associate Dean or appointed designee) shall preside at all meetings.

1.4 The purpose of the periodic College meetings shall be to advise and discuss with the faculty major priorities within the College and the University. The Dean may bring to vote items relating to the general direction of the College. Specific concerns may be referred to appropriate committees within the College.

1.5 The Dean may call for specific committee reports to be presented to the faculty for discussion.

1.6 College meetings shall supplement, but not replace, the work of the University Senate and other units of the faculty governance system. Meetings should provide forums for discussion, shared information, and general policy direction.

1.7 The goal of the meetings shall be to further the concept of a community of scholars working to improve the College and the University.

1.8 Agenda items for each meeting shall be established by the Dean or appointed designee and shall be made available at least 3 days prior of called meetings.

- II.J. Commencement and Other Convocations:** *(refer to WKU Faculty Handbook)*
- II.K. Course Syllabi and Student Performance Procedures:** *(refer to WKU Faculty Handbook)*
- II.L. Summary Class List:** *(refer to WKU Faculty Handbook)*
- II.M. Grading System:** *(refer to WKU Faculty Handbook)*
- II.N. Grade Reporting:** *(refer to WKU Faculty Handbook)*
- II.O. Tests and Examinations:** *(refer to WKU Faculty Handbook)*
- II.P. Academic Advising:** *(refer to WKU Faculty Handbook)*
- II.Q. Off Campus Learning Experiences:** *(refer to WKU Faculty Handbook)*
 - II.Q.1. Field Trips:**
 - II.Q.2. Study Abroad:**
 - II.Q.3. Insurance:**
- II.R. Extracurricular Duties:** *(refer to WKU Faculty Handbook)*
- II.S. Office Hours:**
 - II.S.1. Faculty Office Hours:**

1.1 Faculty should refer to their department guidelines. If there are no department guidelines, refer to the WKU Faculty Handbook.
- II.T. Notification of Absence:** *(refer to WKU Faculty Handbook)*
- II.U. Faculty/Student Relationships:** *(refer to WKU Faculty Handbook)*
- II.V. Sexual Harassment Education/Training:** *(refer to WKU Faculty Handbook)*
- II.W. Outside Employment and Consultation:** *(refer to WKU Faculty Handbook)*
 - II.W.1. Extra-University Consulting and Other Professional Activities:**
 - II.W.2 Internal Consulting, Participation in Funded Projects and Supplemental Pay**
- II.X. Faculty Evaluations:**
 - II.X.1. Annual Faculty Evaluations:**

6.3 Evaluations will be conducted annually for all faculty in CHHS.

1.2. The goals of the annual evaluation are (1) to provide a systematic process for the assessment of teaching, research and scholarly activities, and service to the university, profession and community, and (2) to provide an annual review of performance for the purpose of making administrative decision regarding merit pay, salary increases, promotion, tenure, and post-tenure review.

1.3 Faculty will complete an annual faculty activity report utilizing current reporting methods (usually online format) as defined by the office of the Dean. The evaluation period is inclusive of July 1 to June 30. The review dates for Department Head and Dean will conform to the dates established in the WKU Faculty Handbook and Administrative Calendar.

1.4 Departments will evaluate all faculty members in the areas of teaching effectiveness, research and creative activity, public and University service, student advising, contributions to departmental, college, and university mission related to student engagement, and progress toward accomplishing short and long term professional goals. Each category is rated on a scale of outstanding, very good, good, satisfactory, needs improvement, and unsatisfactory.

1.5 Faculty members must demonstrate annually their level of performance in these areas for consideration for annual faculty increments, continuance, and tenure and promotion.

III. FACULTY PROMOTION

III.A. Introduction:

The CHHS Faculty Handbook may be more specific than the WKU Faculty Handbook and may be more demanding with regard to specific disciplines.

Note: Faculty previously housed in the Division of Health Sciences in University College who joined academic units in the CHHS appointed on or before July 01, 2011 will adhere to departmental criteria for promotion and tenure as per Memorandum of Agreement dated July 08, 2011.

Faculty promotion requires certain academic qualifications at each rank, along with appropriate experience and a demonstrated and sustained achievement appropriate at each rank relative to teaching effectiveness, research/creative activity, and university/public service.

Note: Refer to Appendix for specific procedural detail.

III.B. Criteria for Individual Ranks (Non-tenure-eligible): *(refer to WKU Faculty Handbook & CHHS Faculty Handbook Appendix A)*

III.B.1. Clinical Faculty Member:

III.B.2. Research Faculty Member:

III.B.3. Instructor:

III.C. Criteria for Individual Ranks (Tenure Eligible): *(refer to WKU Faculty Handbook & CHHS Faculty Handbook Appendix B)*

III.C.1. Professor:

III.C.2. Associate Professor:

III.C.3. Assistant Professor:

III.D. Criteria for Promotion Recommendations: (Tenure Eligible Ranks Only) *(refer to WKU Faculty Handbook & CHHS Faculty Handbook Appendix B)*

III.D.1. General:

III.D.2. Academic Qualifications:

III.D.3. Areas of Performance:

III.D.4. Levels of Performance:

III.E. Procedures for Recommending Promotion (Tenure Eligible Ranks Only) *(refer to WKU Faculty Handbook & CHHS Faculty Handbook Appendix B)*

III.E.1. Notice of Upcoming Promotion Review:

III.E.2. Rank and Promotion Committee:

III.E.3. Recommendations:

III.E.4. Notice of Negative Recommendation:

III.F. Promotion Recommendation Deadlines: (Tenure Eligible Ranks Only) *(refer to WKU Faculty Handbook & CHHS Faculty Handbook Appendix B)*

III.F.1. Application:

III.F.2. Department Recommendation:

III.F.3. Dean Recommendation:

III.F.4. Provost/President Recommendation/Board Approval:

IV. FACULTY TENURE AND CONTINUANCE

IV.A. Introduction:

Note: Refer to CHHS Faculty Handbook Appendix B for specific procedural detail.

IV.B. Tenure Appointment Policy: *(refer to WKU Faculty Handbook)*

IV.B.1. Areas of Performance:

IV.B.2. Notice to New Faculty:

IV.B.3. Policies and Procedures for Continuance and Tenure

Recommendations:

IV.B.4. Extension of the Probationary Period:

IV.C. Non-Continuance or Negative Tenure Recommendations: *(refer to WKU Faculty Handbook)*

IV.C.1. Non-Continuance or Negative Tenure Recommendations:

IV.C.2. Faculty Complaint:

V. PROCESS FOR FACULTY COMPLAINT, CONTINUANCE, PROMOTION AND/OR TENURE

V.A. Advisory Committee on Faculty Continuance, Promotion and Tenure: *(refer to WKU Faculty Handbook)*

V.B. Faculty Complaint: *(refer to WKU Faculty Handbook)*

V.C. AD Hoc Committee on Continuance, Promotion and Tenure: *(refer to WKU Faculty Handbook)*

V.D. The President: *(refer to WKU Faculty Handbook)*

V.E. The Board of Regents: *(refer to WKU Faculty Handbook)*

VI. POST-TENURE REVIEW OF FACULTY

VI.A. Introduction: *(refer to WKU Faculty Handbook)*

VI.B. Post-Tenure Review Process: *(refer to WKU Faculty Handbook)*

VII. TERMINATION OF FACULTY

VII.A. Procedures for Termination: *(refer to WKU Faculty Handbook)*

VII.A.1. Faculty Without Tenure:

VII.A.2. Faculty With Tenure:



VIII. FACULTY GRIEVANCE POLICY

VIII.A. Faculty Grievance Generally: *(refer to WKU Faculty Handbook)*

VII.A.1. Purpose:

VII.A.2. Definition of Grievance

VII.A.3. Eligibility of Faculty:

VIII.B. Appeal through Administrative Channels: *(refer to WKU Faculty Handbook)*

VIII.B.1. Informal Review:

VIII.B.2. Formal Grievance:

VIII.C. Appeal through Advisory Committee on Faculty Grievance: *(refer to WKU Faculty Handbook)*

VIII.C.1. Establishment of Committee:

VIII.C.2. Procedures:

VIII.D. Annual Report: *(refer to WKU Faculty Handbook)*

IX. SPECIAL APPOINTMENTS

IX.A. University Distinguished Professorship: *(refer to WKU Faculty Handbook)*

IX.B. Graduate Faculty: *(refer to WKU Faculty Handbook)*

IX.C. Visiting Professor: *(refer to WKU Faculty Handbook)*

IX.D. Distinguished Visiting Professor: *(refer to WKU Faculty Handbook)*

IX.E. Appointee in Residence: *(refer to WKU Faculty Handbook)*

IX.F. Adjunct Professor: *(refer to WKU Faculty Handbook)*

IX.G. Part-Time Faculty: *(refer to WKU Faculty Handbook)*

IX.G.1. Grades:

IX.G.2. Special Benefits:

IX.G.3. Maximum Load:

IX.G.4. Evaluation:

IX.H. Faculty Transitional Retirement Program: *(refer to WKU Faculty Handbook)*

IX.I. Faculty Emeritus/a: *(refer to WKU Faculty Handbook)*

X. OTHER FACULTY POLICIES

X.A. Faculty Awards: *(refer to WKU Faculty Handbook)*

X.B. Sabbatical Leaves and Additional Guidelines for Sabbatical and Paid Leaves:
(refer to WKU Faculty Handbook)

- X.B.1. Purpose:**
- X.B.2. Application and Review:**
- X.B.3. Obligations and Changes:**
- X.B.4. Benefits during Sabbatical Periods:**

- X.C. Leaves of Absence:** *(refer to WKU Faculty Handbook)*
- X.D. Faculty Development Funds:** *(refer to WKU Faculty Handbook)*
- X.E. Faculty Research Grant Funds:** *(refer to WKU Faculty Handbook)*
- X.F. Computing Ethics Policy:** *(refer to WKU Faculty Handbook)*
- X.G. Integrity in Research:** *(refer to WKU Faculty Handbook)*
- X.H. Intellectual Property Policy:** *(refer to WKU Faculty Handbook)*
- X.I. Drug Free Workplace Requirements:** *(refer to WKU Faculty Handbook)*

XI. GENERAL ACADEMIC SUPPORT INFORMATION

- XI.A. Registration:** *(refer to WKU Faculty Handbook)*
- XI.B. Protection of University Personnel and Property:** *(refer to WKU Faculty Handbook)*
- XI.C. Public Relations:** *(refer to WKU Faculty Handbook)*
- XI.D. Student Records:** *(refer to WKU Faculty Handbook)*
- XI.E. Student Assessment of Teaching:** *(refer to WKU Faculty Handbook)*
- XI.F. University Counseling and Testing Center:** *(refer to WKU Faculty Handbook)*
- XI.G. Academic Advising and Retention Center:** *(refer to WKU Faculty Handbook)*
- XI.H. Student Academic Offenses:** *(refer to WKU Faculty Handbook)*
 - XI.H.1. Academic Dishonesty/Research Misconduct:**
 - XI.H.2. Plagiarism:**
 - XI.H.3. Cheating:**
 - XI.H.4. Disposition of Offenses:**
 - XI.H.5. Other Types of Academic Dishonesty/Research Misconduct:**
 - XI.H.6. Documentation of Student Academic Offenses:**
- XI.J. Student Behavioral Offenses:** *(refer to WKU Faculty Handbook)*
 - XI.J.1. Prohibited Activities:**
 - XI.J.2. Disposition of Offenses:**
 - XI.J.3. Documentation of Student Behavioral Offenses:**

- XI.K. Teaching Facilities and Classroom Supplies:** *(refer to WKU Faculty Handbook)*
- XI.L. Office Facilities:** *(refer to WKU Faculty Handbook)*
- XI.M. Campus Bookstore Facilities:** *(refer to WKU Faculty Handbook)*
- XI.N. Grant and Contract Services:** *(refer to WKU Faculty Handbook)*
- XI.O. Protection of Human Subjects:** *(refer to WKU Faculty Handbook)*
- XI.P. Animal Welfare:** *(refer to WKU Faculty Handbook)*
- XI.Q. University Libraries:** *(refer to WKU Faculty Handbook)*
- XI.R. Faculty Center for Excellence in Teaching (FACET):** *(refer to WKU Faculty Handbook)*
- XI.S. Informational Technology:** *(refer to WKU Faculty Handbook)*

XII. PERSONNEL POLICIES, BENEFITS, AND OTHER SERVICES

- XII.A. Disclaimer:** *(refer to WKU Faculty Handbook)*
- XII.B. Salary and Paychecks:** *(refer to WKU Faculty Handbook)*
- XII.C. Payroll Deductions:** *(refer to WKU Faculty Handbook)*
- XII.D. Access to Personnel Files:** *(refer to WKU Faculty Handbook)*
- XII.E. Medical Leave/Maternity Leave:** *(refer to WKU Faculty Handbook)*
- XII.F. Medical, Dental, Disability, Long-Term Care, and Life Insurance Benefits:** *(refer to WKU Faculty Handbook)*
- XII.G. Retirement Benefits:** *(refer to WKU Faculty Handbook)*
- XII.H. Social Security:** *(refer to WKU Faculty Handbook)*
- XII.I. Tax Sheltered Annuities:** *(refer to WKU Faculty Handbook)*
- XII.J. Tuition Waivers/Discounts:** *(refer to WKU Faculty Handbook)*
- XII.K. Workers' Compensation:** *(refer to WKU Faculty Handbook)*
- XII.L. Smoking/Tobacco Use:** *(refer to WKU Faculty Handbook)*
- XII.M. Cultural and Recreational Opportunities and Benefits:** *(refer to WKU Faculty Handbook)*

- XII.N. Official Travel:** *(refer to WKU Faculty Handbook)*
- XII.O. Identification Cards:** *(refer to WKU Faculty Handbook)*
- XII.P. Retired Personnel:** *(refer to WKU Faculty Handbook)*
- XII.Q. Service One Credit Union:** *(refer to WKU Faculty Handbook)*
- XII.R. Health and Dental Hygiene Services:** *(refer to WKU Faculty Handbook)*
- XII.S. Use of University Stationery and Postage:** *(refer to WKU Faculty Handbook)*
- XII.T. Use of University Logo and other Trademarks:** *(refer to WKU Faculty Handbook)*
- XII.U. Building Security:** *(refer to WKU Faculty Handbook)*
- XII.V. Food Services:** *(refer to WKU Faculty Handbook)*
- XII.W. Institutional Publications:** *(refer to WKU Faculty Handbook)*
- XII.X. Parking Facilities:** *(refer to WKU Faculty Handbook)*
- XII.Y. Mail Service:** *(refer to WKU Faculty Handbook)*

XIII. HANDBOOK AMENDMENT POLICY

XIII.A. Substantive Handbook Revisions:

The CHHS Faculty Handbook will align with the WKU Faculty Handbook. Any revisions to the WKU Faculty Handbook will be reviewed and incorporated into the CHHS Faculty Handbook.

The CHHS Faculty Handbook may be amended at any regular meeting of the College by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing to each faculty member of the College at least two weeks in advance of the meeting or at the previous regular meeting. Electronic ballots may be used for amendments to CHHS Faculty Handbook.

XIII.B. Editorial Handbook Revisions: *(refer to WKU Faculty Handbook)*

XIV. FACULTY REGENT ELECTION *(refer to WKU Faculty Handbook)*

Appendix A

CHHS PROMOTION POLICIES (Non-tenure Eligible)

- I. Clinical Faculty Member:** a continuing, non-tenure-eligible faculty member whose primary responsibilities include teaching and supervision of students in a practice setting; scholarship undertaken is generally assumed to be oriented toward scholarship of application. For more information, please see academic policy I.1980.
- A. Clinical Assistant Professor**
 - i. Academic Qualifications: earned Master of Arts or Master of Science degree when this does not represent the terminal degree.
 - B. Clinical Associate Professor**
 - i. Academic Qualifications: earned Master of Arts or Master of Science degree in the profession;
 - ii. Experience: a minimum of five years at the rank of Clinical Assistant Professor (may be waived for persons holding additional qualifications).
 - C. Clinical Professor**
 - i. Academic Qualifications: terminal degree in the profession;
 - ii. Experience: a minimum of five years at the rank of Clinical Associate Professor

I.1. Promotion to Clinical Associate Professor Rank - as indicated by the applicant's respective department and specific track

A. Criteria

Teaching Effectiveness:

Demonstration of continued progress toward excellence in one's ability to convey knowledge and clinical skills regarding specific area of teaching expertise is required for promotion to clinical associate professor. This may include demonstrated evidence of continued improvement or sustained achievement with teaching effectiveness based on SITE scores, peer evaluations, clinical experiences, and student engagement in community/clinical projects.

Research/Creative Activities:

Research and Creative Activities are highly recommended for promotion to clinical associate professor. To qualify as scholarship, the activity or work should require a discipline-related expertise, be conducted in a scholarly manner with clear goals and appropriate methods, produce meaningful results, be published in peer-reviewed journals, be presented through peer-reviewed format(s), be peer-reviewed as appropriate for discipline, and have an impact on the discipline or community. The areas of scholarship most aligned for promotion to clinical associate professor include the Scholarship of Teaching and Scholarship of Application described in Appendix B.

University/Public Service:

A record of increasing involvement in department, college, and university/public services is required for promotion to clinical associate professor. Leadership position(s) is/are highly recommended.

B. Collegiality

WKU CHHS faculty members are expected to interact in an atmosphere of mutual respect with integrity, honesty, and regard for academic freedom. Faculty members are professionals working together to promote the success of students, peers, and WKU. A record of collegiality is required for promotion to clinical professor.

I.2. Promotion to Clinical Professor Rank - as indicated by the applicant's respective department and specific track**A. Criteria***Teaching Effectiveness:*

Demonstration of continued progress toward excellence in one's ability to convey knowledge and clinical skills regarding specific area of teaching expertise is required for promotion to clinical associate professor. This may include demonstrated evidence of continued improvement or sustained achievement with teaching effectiveness based on SITE scores, peer evaluations, clinical experiences, and student engagement in community/clinical projects.

Research/Creative Activities:

Research and Creative Activities is expected for promotion to clinical associate professor. To qualify as scholarship, the activity or work should require a discipline-related expertise, be conducted in a scholarly manner with clear goals and appropriate methods, produce meaningful results, be published in peer-reviewed journals, be presented through peer-reviewed format(s), be peer-reviewed as appropriate for discipline, and have an impact on the discipline or community. The areas of scholarship most aligned for promotion to clinical professor include the Scholarship of Teaching and Scholarship of Application described in Appendix B.

University/Public Service:

A record of increasing involvement in department, college, and university/public services is required for promotion to clinical associate professor. Leadership position(s) is/are highly recommended.

B. Collegiality

WKU CHHS faculty members are expected to interact in an atmosphere of mutual respect with integrity, honesty, and regard for academic freedom. Faculty members are professionals working together to promote the success of students, peers, and WKU. A record of collegiality is required for promotion to clinical professor ranks.

II. Research Faculty Member: a continuing, non-tenure-eligible faculty position that is externally funded and self-supporting. A research faculty member is engaged primarily in research, creative activity and/or outreach. Research faculty should be engaged in a program of research, creative activity or outreach that complements that of the department. Research faculty are expected to bring a high level of conceptual and theoretical ideas to the tasks at hand and have innovative skill sets that enhance the intellectual development of their colleagues. The role of Research Faculty is defined in Academic Affairs Policy 1.1961. (http://www.wku.edu/policies/aa_policies/research_faculty_1_1961.pdf)

A. Assistant Research Professor

- i. Academic Qualifications: earned doctorate, or other terminal degree or the equivalent;
- ii. Demonstrated achievement in appropriate discipline, including a basic level of leadership competence and ability to serve as the principal investigator / program director on funding proposals.

B. Associate Research Professor

- i. Academic Qualifications: earned doctorate, or other terminal degree or the equivalent;
- ii. Experience: typically, a minimum of five years of research experience at a university, industrial or government laboratory, or other appropriate setting;
- iii. Achievement of a regional or national reputation, with consistent extramural funding and demonstrated independence in program leadership.
- iv. Collegiality – WKU CHHS faculty members are expected to interact in an atmosphere of mutual respect with integrity, honesty, and regard for academic freedom. Faculty members are professionals working together to promote the success of students, peers, and WKU. A record of collegiality is required for promotion to associate research professor rank.

C. Research Professor

- i. Academic Qualifications: earned doctorate, or other terminal degree or the equivalent;
- ii. Experience: typically, a minimum of ten years of research experience at a university, industrial or government laboratory, or other appropriate setting;
- iii. Sustained excellence in scholarship that has made a substantive impact in the discipline, resulted in national or international recognition, and produced a sustained history of extramural funding.
- iv. Collegiality – WKU CHHS faculty members are expected to interact in an atmosphere of mutual respect with integrity, honesty, and regard for academic freedom. Faculty members are professionals working together to promote the success of students, peers, and WKU. A record of collegiality is required for promotion to research professor rank.

III. Instructor: Academic qualifications: Master's degree or demonstrated ability in the field in which the candidate is employed.

Appendix B

CHHS CONTINUANCE, PROMOTION AND TENURE POLICIES (Tenure Eligible)

I. Continuance – Tenure Track Line

A. Annual Evaluation:

Annual evaluations and continuance recommendations of probationary faculty will be conducted as outlined in the WKU Faculty Handbook. Probationary faculty will submit a portfolio during the first year of employment and annually thereafter (refer to WKU Faculty Handbook IV.B.3.a.) documenting activities and progress in the areas of teaching, research/creative activities, and university/public service as indicated by the applicant's respective department and specific track. The purpose of the continuance review is to determine whether there has been sufficient progress toward tenure to justify continuation of the faculty member. The Department Head will consult a continuance committee of all tenured faculty in the department to determine the progress toward tenure in the areas of teaching effectiveness, research/creative activities, and university/public service. The Department Head will provide a copy of the evaluation to the faculty member under review. Any deficiencies in performance will be clearly stated in the evaluation and the faculty member will have an opportunity to respond.

B. Portfolio:

Portfolio Recommendations: One 2-inch (maximum), hardback, 3-ring binder to hold the portfolio documents to include the following except for the SITE evaluations, which will be in a separate 1-inch binder.

- i. Table of contents
- ii. A persuasive narrative for promotion and/or tenure related to the three areas of expectations
- iii. A current curriculum vitae
- iv. Philosophy statements related to the three areas of expectations
- v. Documentation (recommend placement in reverse chronological order – refer to department discretion)
 - a. Summary of all quantitative SITE documentation since last promotion or since hire date. Summary should include the faculty member's data across SITE items compared with departmental, college, and university ratings for all classes taught (organized by year).
 - b. Faculty member must make a case based not solely on SITE data and should present evidence of responding to any performance feedback.
 - c. No more than 1 full-length copy of a published article. For other articles, provide copies of the journal cover (if available) and the first page of each article will be sufficient.

- d. Representative samples of all other evidence (e.g., assessments, syllabi, presentations, letters of commendation, committee appointment memos, “thank you” for service, etc.)

C. Criteria

Teaching Effectiveness:

Teaching includes a broad range of activities. The following are examples of areas that faculty may use to meet teaching effectiveness: effective presentations, active learning, service learning, community-based learning experiences, internships or clinical experiences, and involvement in community-based research projects. Other activities included in teaching are academic advising and mentoring, involvement in special projects such as participation in recruitment or learning communities, development of courses for programs using distance or innovative delivery models, and implementation of special retention programs or efforts. Because teaching effectiveness is highly regarded in CHHS, faculty spends most of their time preparing for and delivering classroom instruction. The evidence to assess teaching effectiveness comes from multiple sources such as self-assessment, peer assessments, and student assessments. Self-assessment may include reflective statements about teaching philosophy, critiques of the links between course objectives and activities, descriptions of teaching materials and assignments, and statements about what worked well, barriers encountered, and steps to improve course(s).

The following is required of tenure eligible faculty for the review period:

- An evaluation of teaching effectiveness commensurate with departmental norms nominally determined from SITE evaluations
- Department Head evaluation
- Peer evaluation/assessment needs to be systematic and evaluative. Department Heads/Director of the SON in CHHS will observe probationary and non-tenured faculty on an annual basis. In addition, at least one other peer evaluation may be completed annually for all non-tenured faculty members. The purpose of peer evaluation is to provide information to a faculty member to improve his/her teaching to include activities such as effective presentations, active-learning and tools to enhance student learning including, but not limited to, collaborative learning, problem-based learning, integration of service learning and other community-based learning.
- Involvement in student mentorship and/or advising
- Evidence of curricular development or innovation (e.g., syllabi of original courses)

In addition, further evidence of successful teaching may include:

- Written peer comments based on classroom instruction(s), student written comment(s), contributions to (or authorship of) textbooks or lab manuals

Research/Creative Activities:

All tenure track and tenured faculty need to demonstrate continuing evidence of research/creative activities related to the scholarship of discovery, integration, engagement, teaching, and artistic endeavor. The CHHS considers scholarship in

the following areas, which were first outlined by Boyer in *Scholarship Reconsidered* (1990) and later by Glassick, Huber, and Maeroff in *Scholarship Assessed* (1997).

The scholarship of discovery encompasses scholarly activities, which contribute to the stock of human knowledge and to the intellectual climate of the university. In CHHS there are many types of empirical research involving the use of quantitative and/or qualitative techniques that fall within the scholarship of discovery. Work that is highly original that cannot fairly be regarded as merely interpretive, interdisciplinary or an extension of the work of others may constitute the scholarship of discovery.

The scholarship of integration encompasses scholarly activities, which are primarily interdisciplinary or interpretive in nature. Such scholarship seeks to better understand existing knowledge by making connections across disciplines, illuminating data in a revealing manner; drawing together isolated factors, or placing known information into broader contexts. It synthesizes, interprets, and connects the findings in a way that brings new meaning to these facts. Examples of scholarship of integration include interdisciplinary works, such as those which use economic or psychological analysis, reviews/ essays which probe the merits of another's work from a particular viewpoint, such as religious, political, gender, or cultural based perspectives.

The scholarship of application encompasses scholarly activities, which seek to relate knowledge in one's field to the affairs of society. Such scholarship moves toward engagement with the community beyond academia in a variety of ways, such as using social problems as the agenda for the scholarly investigation, drawing upon existing knowledge for the purpose of crafting solutions to health and human service problems, or making ideas accessible to the public. Examples of the scholarship of application include diverse forms of scholarship as drafts of model programs; articles and books examining the legal, health, economic, ethical implications of new social phenomena; editorials and opinion pieces involving issues in health and human services; and certain types of applied research.

The scholarship of teaching encompasses scholarly activities, which are directly related to pedagogical practices. Such scholarship seeks to improve the teaching and advising of students through discovery, evaluation, and transmission of information in the learning process. Examples of scholarship of teaching include publications about pedagogy and methodology, development and publication of instructional materials, the conduct of workshops on innovative teaching methods, and the creation of computer exercises in areas relating to one's discipline.

The scholarship of artistic endeavor encompasses scholarly activities, which are directly related to the creative process, especially in the fine or applied arts. Examples include music recitals and performances, juried exhibitions of work in interior design or textile and merchandising, and creation of new art forms or new techniques within an art form.

The following may be required over the review period:

- Active proposals for external funding, understanding that successful funding could reduce proposal activities

- Faculty should be progressing toward publications in recognized, peer-reviewed journals. Other scholarly activities that are equivalent to publications include patents, peer-reviewed books, and educational products
- Direction of student research that results in presentations at local, regional, or national meetings is also considered

In addition, further evidence of successful scholarly activities may include:

- Publication of review papers or monographs in professional journals
- Textbook contributions, or authorship(s)
- Presentation of papers (posters or oral presentations) at local, region and/ or national scholarly meetings of professional societies
- Publication(s) of state and/or federal agency reports

University/Public Service:

Service is an important and essential component of appropriate activities and related to the mission of CHHS and WKU. Service includes work that contributes to the effective operation and collegial governance of the program, department, college, and/or the university. All faculty are expected to contribute to the academic community through committee service and participation in program, department, college and university governance. Examples of appropriate service contributions may include, but are not limited to: other departmental activities such as administrative duties, special assignments from the chairperson, contributions to program accreditation activities, and participation in faculty meetings and seminars. Also, participation in regional, national, or international community activities directly related to the faculty member's profession, such as lectures and presentations, news media interviews, and professional advice to nonprofit agencies. Participation in service functions of the profession such as journal referee or editor, serving on accreditation team, writing questions for licensure or certification exams, program review for university, officer of professional organizations, and session organizer or chair at professional meetings. Provision of clinical services related to assessment of health and wellness. The service of organizing colloquia and seminars for a department or college, also participation in student recruitment, development of recruitment materials in print or web-base and other services such as assisting in fund raising, public relations, and marketing of programs. Other (to be added by departments).

The following is required over the review period:

- Participation in departmental, college, and/or university committees
- Member of a relevant professional society
- Participation in student recruitment activities

In addition, further evidence of successful service may include:

- Participation in community boards
- Refereeing manuscripts for professional journals or grant proposals; editing books, or reviews
- Participation in student organizations
- Organizing (or chairing) workshops, conference sessions, or symposia
- Service in public relations efforts relevant to the activities in the department
- Service as a technical expert or advisor to industry or government agency

D. Collegiality

WKU CHHS faculty members are expected to interact in an atmosphere of mutual respect with integrity, honesty, and regard for academic freedom. Faculty members are professionals working together to promote the success of students, peers, and WKU. A record of collegiality is required for continuance.

E. Mid-Tenure Review

In addition to the regular annual evaluations and continuance recommendations of probationary faculty as outlined in the WKU Faculty Handbook, probationary faculty will submit a portfolio following the end of the third year of employment documenting activities and progress in the areas of teaching, research/scholarly activities, and university/public service. It is expected that meeting the requirements for previous continuance will result in a cumulative portfolio with possibly minimal revisions for mid-tenure review submission.

The purpose of the mid-tenure review is to determine whether there has been sufficient progress toward tenure to justify continuation of the faculty member. In evaluating progress toward tenure, department heads shall consult with the tenured faculty in the department and shall evaluate the faculty member specifically in the areas of teaching, research/creative activities, and public/university service. Any deficiency in performance will be clearly stated, and the faculty member under review will be given a copy of the evaluation with an opportunity to respond.

The mid-tenure review portfolio will be submitted to their department head by August 15th following the completion of the third year of tenure track employment. The department head will notify and convene tenured faculty to review the portfolio. The tenured faculty and department head will discuss the portfolio and provide the tenure track faculty member under mid-tenure review with written feedback regarding the portfolio. The department head will meet with the tenure track faculty member under mid-tenure review in order to review and discuss the written documentation. The dean will also be provided with a copy of the mid-tenure portfolio for the purpose of feedback to the faculty member. Deadlines for the mid-tenure review process will coincide with the deadlines for continuance.

II. Promotion to Associate Professor Rank - as indicated by the applicant's respective department and specific track

A. Criteria

Teaching Effectiveness:

Demonstration of continued progress toward excellence in one's ability to convey knowledge regarding specific area of teaching expertise is required for promotion to associate professor. This may include demonstrated evidence of continued improvement or sustained achievement with teaching effectiveness based on SITE scores, peer evaluations, and student engagements.

Research/Creative Activities:

A record of consistent improvement toward high quality in research/creative activities is a necessary condition for promotion to associate professor. To qualify as scholarship, the activity or work should require a high level of discipline-related expertise, be conducted in a scholarly manner with clear goals and appropriate methods, produce meaningful results, be published in peer-reviewed journals, be presented through peer-reviewed format(s), be peer-reviewed as appropriate for discipline, and have an impact on the discipline or community.

University/Public Service:

A record of increasing involvement in department, college, and university/public services is required for promotion to associate professor. Leadership position(s) is/are highly recommended.

B. Collegiality

WKU CHHS faculty members are expected to interact in an atmosphere of mutual respect with integrity, honesty, and regard for academic freedom. Faculty members are professionals working together to promote the success of students, peers, and WKU. A record of collegiality is required for promotion to associate professor.

III. Tenure - as indicated by the applicant's respective department and specific track

Tenure is awarded to those who demonstrate excellence in teaching, research/creative activities, and university/public service relevant to the mission and vision of the university, college, and department. Note the time constraints in the WKU Faculty Handbook (section IV.A.). Collegiality, professional integrity, and willingness to accept and cooperate in assignments will also be considered as factors for tenure decisions.

IV. Promotion to Professor Rank - as indicated by the applicant's respective department and specific track

A. Criteria

Demonstration of distinction, significant contribution, and sustained effectiveness in his/her field in the following areas: research/creative activities, university/public service, and teaching/mentorship. Special consideration may be given to a faculty member of exceptional merit as indicated by the applicant's respective department and specific track.

B. Collegiality

WKU CHHS faculty members are expected to interact in an atmosphere of mutual respect with integrity, honesty, and regard for academic freedom. Faculty members are professionals working together to promote the success of students, peers, and WKU. A record of collegiality is required for promotion to professor.