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UA28/1 The Personnel File

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The Personnel File SPECIAL EDITION 1984-85

Personnel Services



Western Rich in Tradition

History

In 1906, the Kentucky General Assembly enacted legislation establishing the Western Kentucky State Normal School, a two-year institution

In 1922, Western became a four-year institution known as the Western Kentucky State Normal School and Teachers College. The first degrees were awarded by the institution in 1924.

In 1930, the Kentucky General Assembly removed the words "Normal School" from the title, making it Western Kentucky State Teachers College. In 1931, Western began offering the Master of Arts Degree In 1948, the Kentucky General Assembly removed the word "Teachers" from the

name, thus making it the Western Kentucky State College.

On June 16, 1966, Western achieved university status and thus became Western Kentucky University. The colleges which now constitute Western Kentucky University are the Potter College of Arts and Humanities, the Bowling Green College of Business Administration, the College of Education, the Ogden College of Science, Technology and Health, and the Graduate College

Since its formation in 1906, Western has striven to become a highly respected center of learning where qualified students may receive general and specialized higher education at the undergraduate and the graduate levels. Today, Western Kentucky University proudly serves the educational needs of thousands of students from Kentucky and its neighboring states.

Purpose

Western Kentucky University is a center of learning, established and supported by the Commonwealth, to fulfill the missions of promoting education, research and service. Opportunities for members of the academic community to engage in research activities are provided by the University. Emphasis is given to research related to a faculty member's academic specialization.

The University's program of public service includes on-campus and field-based activities, technical services, workshops, seminars, cultural experiences and opportunities for adult and continuing education

As you come to know Western, you will be fascinated by the way in which the dedicated employees of varying skills and professions contribute to the successful promotion of education, research and service.

Presidential Welcome

WESTERN KENTUCKY UNIVERSITY

Welcome to Western Kentucky University where quality education, research. and public service are 75 - year trademarks. Western has always been a very special institution of higher education. Dr. Henry Hardin Cherry, Western's first president, spoke of the "Spirit of the Hill" and expressed the ideal that Western should impart to its students a burning zeal to do and to be something." It has been Western's dedicated faculty and staff through the years that have helped to make Dr. Cherry's ideal a reality

I am very proud of Western's faculty and staff. This special edition of The Personnel File is designed to familiarize you with employment at Western Kentucky University and with the assets of the city of Bowling Green. As a prospective new faculty member or as a new employee of Western, I believe you will find the information contained in this newsletter to be useful

We look forward to having you as a member of our faculty and staff since we believe you will make a unique contribution to the progress and development of our University.

Please do not hesitate to call upon me or others at Western if we can be of service to you in any way

Donald W. Zacharias

President

Campus Setting

Located on a hill overlooking the city of Bowling Green, the Western campus is acclaimed as one of the most beautiful in the nation. The portion of the campus known as College Heights commands an impressive view of the Barren River Valley and is a distinctive landmark of the city. There are 66 major buildings on the 200-acre main campus, with another 785 acres on the University Farm.

"We've Got Your Interest in Mind"

For just a \$5.00 membership fee and a \$5.00 minimum deposit in a regular share account, you are eligible to join the WKU Credit Union. A number of services are offered to faculty and staff through the Credit Union. Savings programs include regular share accounts, share draft accounts, and share certificates. The Credit Union offers low interest loans for automobiles, vacation, education, taxes, investments, medical expenses, and other personal expenses. Other services include money market certificates, holiday club accounts, traveler's checks, and money

For more information stop by the Credit Union Office on the ground floor of Garrett Conference Center. The Office is open 9:00 a.m. - 3:00 p.m., Monday through Wednesday and Friday, and 9:00 a.m. -6:00 p.m. on Thursday, Call 745-2411 for more details.

Campus Food Services

Downing University Center Grill Monday-Friday 7:00 a.m.-10:00 p.m. Saturday 8:00 a.m.-10:00 p.m. Sunday 9:00 a.m.-10:00 p.m.

Downing University Center Cafeteria Everyday 10:45 a.m.-7:00 p.m.

Garrett Conference Center Cafeteria and Snack Bar

7:00 a.m.-2:00 p.m.

Academic Complex Faculty/Staff Dining Room

Monday-Friday 11:15 a.m.-1:00 p.m. (During the spring and fall semesters)

University Seal

Monday-Friday

The Seal of the University contains two important ideals of the University, "Life, More Life" stresses that education should increase the individual's power and desire to live a life of excellence. "The Spirit Makes the Master," the motto of the University, expresses the belief that "Spirit"-that is, attitude, motivation and will to achieve-is a primary condition in the mastery of any discipline, task or problem. It challenges all to exert themselves completely in the pursuit of truth and excellence.

Credit Union— That's (Campus) Entertainment

Fine Arts Festival

The Potter College of Arts and Humanities offers a variety of cultural events through the University's Fine Arts Festival, Music, dance, plays, and other events are scheduled throughout the year. Tickets can be ordered ten working days before each event, or season tickets are available during the summer and early

For information on upcoming events contact:

Potter College of Arts and Humanities Office of the Dean Ivan Wilson Center

745-2345

Kentucky Museum

The Kentucky Museum, located on Western's campus, houses a collection which illustrates the life and culture of Kentucky's people. Guided tours, lecture and film series, and workshops for children and adults are available Admission to the Museum is free and

visitor parking is available adjacent to the Kentucky Street entrance. Visit the Museum-discover Kentuckyl

Tuesday-Saturday 9:30 a.m. - 4:00 p.m. Sunday 1:00 p.m. - 4:30 p.m. Closed Monday and University holidays. Call 745-2592 for additional information.

Downing University Theater

An alternative to the town movie theaters is available to faculty and staff on campus. The Downing University Center Theater offers current movies at a reasonable price.

Showtimes are Thursday and Sunday Friday and Saturday

7:30 p.m. 7:00 p.m. 9:30 p.m.

Tuition Scholarship Program

Under the tuition scholarship program, faculty and staff members and their spouses may attend University courses for college credit. The University will pay 100 percent of registration fees for approved courses for regular and full-time employees, and 50 percent of the registration fee for their spouses. To find out more about this unique educational opportunity, refer to Personnel Policy #67 or contact Bettie Flener or Mike Dale at 745-2071.



The Personnel File is published monthly through the Department of Personnel Services to keep faculty and staff informed on important news and policies

This Special Edition of The Personnel File is provided to new faculty and staff to acquaint you with the University and the Bowling Green community.

If you have any questions, don't hesitate to call Personnel Services at 745-2071

We are happy to welcome you to Western and hope that your career will be challenging, rewarding and enjoyable.



Bookstore Supplies Faculty and Staff

The College Heights Bookstore, located The bookstore is open from 8:00 a.m. -5.00 p.m during the spring and fall

Don't forget to present your I.D. for a

Post Office-Close and Convenient

Conference Center, is a contract station of the U.S. Post Office. The College Heights Post Office offers many serinsured and registered mail, C.O.D.,

Faculty and staff members may rent In addition, the University provides a envelopes are available in all depart-

may be addressed to Mrs. Emily

Expand your Resources **Through Library Services**

able for your use during your career at Western. You may consult books or periodicals; borrow books, listen to records and tapes; view slides, filmstrips, and microfilm; utilize the collections of the Center for Research Libraries, make Xerox copies: use library-supplied typewriters

know how to take advantage of their

Helm-Cravens Complex, located near

needs of other disciplines. These include Wing of the Thompson Complex. Room 125: the Kentucky Library and Museum in the Kentucky Building; and the Educational Resources Center on the third and fourth floors of the Education Complex.

The Division of Library Services is there for your use Don't hesitate to take

745-3951 745-3958 745-4552



Employee Training & Development Programs

Make a note of it, as it is your key to personal and professional growth as a Western employee This logo and title make up the headline for the bulletin board briefs that are posted throughout the year to inform you of upcoming Em-

This exchange of knowledge exemplifies the spirit of the university

Don't Forget Your Parking Decal!

All faculty and staff who operate a motor vehicle on campus between 7 00 a.m. and 5 00 p.m. Monday the Department of Public Safety, Faclegally designated parking spaces, exture. The phone number is 745-2549

The only time success comes before work is in

ETDP courses range in topic from personal development to actual job skills. They are scheduled throughout the year, varying in length from 1 - 10 sessions. length. Information on course offerings is Personnel File, on departmental bulletin boards, or by calling the Department of Personnel Services. Interested in proposing or conducting a course? Please

The growth opportunity is here under the headline you can't forget. Don't pass

College Heights, on hill-top fair. With beauty all thine own,

College Heights, we hall thee, Falter never-live forever Haill Haill Haill

College Heights, with living soul And purpose strong and true.

College Heights, thy noble life Teaching us through joy and strife

Media Services Benefits University and Community

The Division of Media Services contributes to the University by encouraging and supporting applications of a variety of media.

The Television Center, located in the Cochran Wing of the Academic Complex, serves the University, community, and state by producing deutacinial and instructional television programs. Producing activities include instructional videotapes, programs for broadcast on Kentucky Educational Television, and informational programs about University activities for broadcast on public and commercial

Instructional programs recorded on videotape are available for individual or classroom use. For specific offerings, consult the Videotapes Catalog, Individual viewing of Videotapes is offered through the Media Retrieval Center located in the Helm Library. Portable video-cassiette players and receivers needed for instruction will be placed in classrooms upon request of a faculty member. For more



For a relaxing place to socialize or take a lunch, try the Faculty House on top of the hill. The "log cabin" behind Cherry Hall is open Monday-Friday from 7:00 a.m. - 3:00 p.m.

The Faculty House is also available for private parties, receptions, and meetings at no charge. To reserve the Faculty House or for more information, contact Theresa Gerard at 745-2456.



information, contact the Televison Center, 745-2153.

The Audiovisual Center, located in room 101 of the College of Education Building, loans audiovisual equipment, distributes 16mm films, offers instructional graphic design, and photographic production.

Faculty members may check out slide, filmstrip, overhead, opaque, and 16mm projectors, record players, and tape recorders.

University-owned films relevant to many subjects are available to the faculty for instructional purposes. In addition, the Third District Film Library, a cooperative organization of 36 school districts, maintains a collection of over 6,000 educational 16 mm motion pictures. To arrange a film showing, contact the film library at least three working days in advance. A projectionist will be provided upon request.

For more information regarding services offered, contact the Audiovisual Center, 745-3754.

Yes, You Do Have a Voice!

The Faculty Senate at Western is an elected body of representatives from the faculty whose functions are to provide a forum for the concerns and interests of the faculty community and to furnish advice and recommendations on policies that pertain to faculty.

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 facultystudent relations.

All faculty members are invited to attend monthly Faculty Senate and Academic Council meetings.

The Academic Council meets at 3:10 p.m. the fourth Thursday of each month in the Regents Room in Wetherby Administration Building.

The Faculty Senate meets on the second Thursday of each month at 3:10 p.m. in the Garrett Conference Center Ballroom.

Campus Copy Centers

There are three fast-copy centers located on campus for faculty use:

Copy Center 1—College of Education,

Room 141 8:00 a.m. - 10:00 a.m.

10:25 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m.

Copy Center 2—Across the street from the Wetherby Administration Building.

8:00 a.m. - 9:00 a.m. 9:30 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m.

Copy Center 3—Thompson Complex-Central Wing, Room 14

8:00 a.m. 9:30 a.m. 9:55 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m.

Research Made Easy Through Computer Services

Western provides computing services for academic and administrative functions through the Office of Academic Computing and Research Services. In addition to providing hardware and software resources. Academic Computing and Research Services also provides support for research design, statistical analysis and

data archiving.

Through Library Services, the University subscribes to the two largest archives in the country: the Inter-University Consortium for Political and Social Research and the Roper International Data Library Association.

The objective of Academic Computing and Research Services is to provide the best quality support possible for instructional and research needs.

To initiate service, contact the office in Room 245, Grise Hall, or call 745-4981.

Western's concern for you and your family:

Credit Union

Group Life Insurance additional optional insurance Group Long Term Disability

Kentucky Employment Retirement Systems Medical Insurance

Tuition Scholarships

News for the Newcomers

If you are a newcomer to Bowling

Chamber of Commerce

fraternal organizations in the Bowling

Area Newspapers

home delivery available seven days a

Numbers You'll Need to Know UTILITIES

842-6541

TRASH PICKUP

2530 Scottsville Road

Wee Care Cooperative Nursery

know that free child care services are

service training to acquaint parents with

Everyone is welcome to make use of

Enrolling Children in School

For information on school enrollment

781-2254

Drivers/Boat License

To obtain drivers license or boat license.

Vehicle Registration

Warren County Motor Vehicle

Voter Registration

University personnel are encouraged to exercise their right to vote. To be

Clerk's Office in the Court House downtown, at 429 East Tenth, For Turther

Banking Services

eleven locations and two savings and

781-6111

782-1000

Citizens National Bank 500 E Main Street 781-5000

782-2790

Community Greeting Service

Newcomers to Bowling Green are encouraged to contact the Community Greeting Service. A hostess will visit at your for the newcomer. Friends are just a

Area Radio Stations

Dial # Programming WEBJAM WEGN AM 1340 Tep 40 WKCT AM WKYU AM WLBJ FM

WDNSFM 98 WKYLLEM 86.9 News, classical symptony

. . . **Bowling Green Climate**

Average yearly rainfall: 48.94 inches Average yearly snowfall, 11.00 inches

Mean summer temperature 77.6 degrees. Mean winter temperature 39 1 degrees

Get Involved in Your Community

One of the best ways to expand your off-the-job interests is to GETINVOLVED! Whether you are a newcomer or life-long resident, getting involved not only aids the community, but provides a sense of self-fulfillment as well.

Volunteers in Action

Do you have some extra time that you'd like to put to good use? The Bowling Green community is in need of volunteers in a number of agencies and organizations.

in a number of agencies and organizations. Volunteers in Action is a county-wide referral service whose intent is to unite persons interested in volunteering with agencies and organizations in need of volunteers. For more information, please

Community Education Office 200 High Street 842-4283

Parks and Recreation

The Bowling Green Department of Parks and Recreation offers a wide variety of quality facilities and programs to the community, including:

Adult Basketball and Softball Leagues Ceramics and Creative Crafts Fitness Programs

Instructional Swimming Photography

Playschool Small Fry Basketball and Football

Special Youth Sports Programs Square Dancing Tennis Lessons and Tournaments

Volleyball Leagues Youth Baseball, Softball, and Tee-Ball

For more information, contact: Department of Parks and Recreation 200 High Street 843-3249

Community Education Programs

The Bowling Green-Warren County Education Board develops programs to meet the needs and wants of community residents. Dance and karate classes are taught year round, while by-demand classes focus on cultural, educational, fun and finness, self-improvement, crafts, hobbles, home life, and vocational able or register to teach a particular class by contacting.

Community Education Office 200 High Street 842-4281

Need information on upcoming university or community functions? Contact: Community Affairs and Special Events at 745-2497.



Arts Commission Features "Something For Everyone"

Bowling Green-Warren County Arts Commission

The Bowling Green-Warren County Arts Commission is a city-county agency which promotes the arts in the Bowling Green area. The Commission sponsors betures, workshops, performances and exhibits, and acts as an umbrella organization for a number of affiliate arts or arts support groups. The following is a list of Arts Commission affiliate organizations that you might be interested in. Feel free to call for more information.

Arts Alliance, Inc. Barren River Area Youth Orchestra Barren River Regional Arts Council BG Garden Club BG Jr. Woman's Club

BG Public Library BG Suzuki Violin Association BG Woman's Club

Fountain Square Players Hobson House Horse Cave Theatre

Independent Music Teachers Assn. Mammoth Cave Barbershop Chorus Martha Madison Dance Company Music Education Center Performing Arts Center

Shaker Museum Southern Kentucky Guild of Artists

and Craftsmen Sweet Adelines Teen Theatre

Visual Arts League

Western Kentucky University: Art Department Children's Theatre Community Dance Company English Department Fine Arts Festival/Ivan Wilson Gallery The Kentucky Museum Modern Languages and Intercultural Studies Music Department

BG-Western Symphony Orchestra Western Players WKYU-FM

For additional information, call the Arts Commission at 782-ARTS.

Alice Rockhold, 781-3140 James Godfrey, 842-7121 Annie Archbold, 781-2381 Ginny Gray, 843-6163 Colleen Hathaway, 782-9155 Kay Bender, 781-4882 Cheryl Meredith, 781-6600 Barbara Miller, 843-6524 Pat Sprouse, 842-8844 Peggy Bush, 842-8957 Warren Hammack, 786-1200 Mary Ann Kell, 843-8719 Lowell Shank, 745-3457 Martha Madison, 842-6811 Billy Maxwell, 781-0870 Paula Frank, 781-5063 John Campbell, 542-4167

William Sledge, 842-2130 Mabel Jones, 843-3995 Teresa Raymond, 842-7730 Lucia Maxson, 782-0452

Joseph Gluhman, 745-3944 Whitney Combs, 745-3296 Beverly Veenker, 745-3296 James Flynn, 745-3043 John Oakes, 745-2345 Doug Nesbit, 745-2592 Laura Harper Lee, 745-2401 Sue Dillard, 745-3751 Gary Dilworth, 745-3751 Gary Dilworth, 745-3759 Bill Leonard, 745-3489

Western Athletic Directory

Chairman, University Athletic Committee Athletic Director Coordinator of Men's Athletics Coordinator of Women's Athletics Sports Information Trainer

Cross Country (Women)

Sun Belt Conference

Volleyball (Women)

Dr. John Minton John Oldham Jim Richards Pam Herriford Paul Just Bill Edwards

Coach

Clem Haskins

Joel Murrie

Dave Roberts

Jim Richards

David Holmes

Yvonne Turner

Dr. Curtiss Long

Dr. Curtiss Long

Dr. Curtiss Long

Dr. Curtiss Long

Dr. Charlie Daniel

Bill Powell

Jeff True

Nancy Quarcelino

Paul Sanderford

Red Towel Tradition Lives on

Western Kentucky University's red towel tradition originated with the late E. A. Diddle-former Hilltopper coach, one of basketball's revered legends and a member of both the Naismith and Helms Athletic Foundation Halls of Fame

Through 1,062 Hilltopper basketball games-759 of them victories, the fourth highest total ever for a coach-Diddle clutched a red towel in his hands. He kept it there as he guided his teams to 32 championships in three different conferences, as he developed 13 All-Americans and 16 professional players, as he took his team to 11 national post-season tournaments (eight times to the NIT and three times to the NCAA) and as he led Western to 18 seasons in which it won 20 or more games.

He chewed on it, threw it in exultation. cried on it during the rare moments when things didn't go right, waved it at fans and

used it to signal to his players. The red towel became synonymous with Ed Diddle ... and Ed Diddle became synonymous with Western's winning athletic tradition. For years it has been traditional for fans at every Hilltopper sporting event to wave red towels as they cheer for the "Big Red." When a Western team goes on the road, fans fly red towels from their automobiles as they make their way to the site of the game. No real Hilltopper fan would be caught without his red towall

Coach Diddle passed away in 1970 at the age of 74, but his memory will live as long as a red towel waves on the Western campus. And red towels will wave there as long as the Hilltoppers compete in intercollegiate athletics.



Sport Season November-March Basketball (Men) Basketball (Women) November-March Rasebali March-May Football September-November Sept.-Oct., March-May Golf (Men) Golf (Women) Sept.-Oct., March-May Soccer (Men) Sentember-November Swimming November-February Tennis (Men) March-May Tennis (Women) March-May Track & Field (Men) January-June Track & Field (Women) January-June Cross Country (Men) September-November

September-November September-November Western Kentucky University Athletic Affiliations: National Collegiate Athletic Association

Western Kentucky University also offers a broad program of intramural athletics for both men and women including basketball, bowling, golf, racketball, slimnastics, tennis, turkey trot, and volleyball. For more information, contact Campus Recreation, 745-5216.

Recreation Free Play Facilities

(basketball courts, volleyball courts, badminton courts, archery range, golf range, and indoor track)

Monday-Thursday Friday Saturday

6:00 p.m.-10:00 p.m. 6:00 p.m -10:00 p.m. 10:00 a.m.-10:00 p.m.

1:00 p.m.-10:00 p.m. Sunday

He's Big Red!

Who is Western's number one fan and goodwill ambassador? Who can win the hearts of an entire community and college campus? Who else, but Big Red, Western's nationally acclaimed mascot.

You will not be able to resist laughing when this big, red, furry creature with large round eyes, cavernous mouth and an infectious grin bounds toward you. Go ahead-hug him!

(weight room, handball and squash courts, gymnastics room, combative room, outdoor track, and racquetball courts)

Monday-Friday 6:00 p.m.-10:00 p.m. Saturday 10:00 a.m.-10:00 p.m. Sunday 1:00 p.m.-10:00 p.m.

Indoor Pool (located in Diddle Arena)

Monday-Friday 6:00 p.m.-10:00 p.m. Saturday 10:00 a.m.-10:00 p.m. Sunday 1:00 p.m.-10:00 p.m. Qualified lifeguards are on duty at all times and lockers are provided.

Facilities are open to all Western students. faculty, and staff. Sports equipment can be checked out free of charge from the equipment room upon presentation of a valid ID card.

Season Ticket Discounts Available

Support the Hilltoppers for half price as a Western employee. By completing a season ticket application in the Diddle Arena Ticket Office, you can purchase two half-price season tickets per fulltime employee. Individual home and away game tickets are also purchased at the Ticket Office at no discount. Basketball and football are the only intercollegiate sports with an admission fee.