

To: Members of the Faculty Senate

From: Phil Constans, Senator

Date: August 25, 1977

RE: Two proposals to be submitted by me for consideration
by the Senate at the October Meeting

Over the past several months I have become aware of some practices apparently used in some instances of dismissal of faculty personnel here at WKU, that I believe to be of questionable legal, ethical and moral status. It seems to be that this institution is in dire need of a clear, standardized, fair dismissal procedure to be used in every case where the possibility of dismissal of a faculty member exists. I attach a proposed fair dismissal procedure that I would like to have you recommend to the administration and Board of Regents for adoption as university policy. The substance of this procedure has long been accepted as a proper and humane course to follow and has been endorsed by such diverse groups as the American Association of School Administrators, the National Education Association and the National School Board Association. The adoption of such a policy would eliminate any confusion as to the dismissal procedure to be followed and would provide the administration and regents an excellent opportunity to demonstrate their commitment to fair treatment of all faculty members.

This same concern for fair treatment of personnel prompts me to submit to you a second proposal for approval. Last April 14, you adopted a procedure for periodic review of the administration. On April 21, I transmitted this proposal to the University President but did not request any specific action of him. It is my understanding that regardless of any action he may take, it is the intention of the Senate to conduct these periodic reviews and to make recommendations based on them. (If this is not your intention, you had better make it plain what you do intend.) Such being the case, it seems to me only fair that we regularly provide each affected administrator with a faculty evaluation of his work. Therefore, I submit to you the following proposal:

That in February of each year the Faculty Senate conduct a faculty evaluation of the President, Vice President for Academic Affairs, Deans of the Academic Colleges, Dean of the Graduate College, Dean of Academic Services, and Department Heads and their functional equivalents. That each faculty member will participate in the evaluation of those administrators who have administrative functions that directly affect and influence the work of that faculty member. That each administrator will be provided each year with the results of his evaluation.

I hope you will give serious consideration to these two proposals and will find that they merit your support.

I submit to the members of the WKU Faculty Senate the following proposal with the request that they transmit it, with their favorable recommendation for adoption as policy, through the President, to the WKU Board of Regents.

FAIR DISMISSAL PROCEDURE

It is the policy of Western Kentucky University that the following procedure must be followed in all cases that can result in dismissal of a faculty member regardless of his/her contractual status, rank, or assignment:

1. The complaint or complaints on which the contemplated action is based shall be brought promptly to the attention of the faculty member.
2. Every reasonable attempt shall be made to help the faculty member correct the condition.
3. Except in the case of extreme and urgent complaints, time (no less than eight weeks) shall be given for the faculty member to demonstrate improvement.
4. Charges and complaints brought against a faculty member shall be bona fide, verifiable, and clearly stated to him/her in writing. The faculty member shall be provided with the name of anyone lodging a complaint against him/her.
5. A faculty member shall be provided fair opportunity to explain or otherwise defend himself/herself.

This policy shall take precedence over any other policy or portion of a policy that deals with similar subject matter.