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INFORMATION HANDBOOK for FACULTY and STAFF

WESTERN KENTUCKY STATE COLLEGE
Bowling Green, Kentucky
My dear Colleague:

I am sure that you are aware of the tremendous growth in enrollment at Western in recent years and of the corresponding growth and development which have taken place in the faculty and staff, the curriculum, and the physical plant.

It is inevitable that such expansion is reflected in greater responsibilities calling for better communications and understanding.

This Handbook of information is one means by which the College hopes to meet this need. It has been published through the efforts of a large number of people with the objective of providing a tool for more effective operation of the total college program.

Your suggestions are solicited as we attempt to refine and improve it in the future. Please submit any suggestions in writing to Mr. Dero Downing, Dean of Admissions.

Sincerely yours,

Kelly Thompson
President

KT/gb
Attachment
# INFORMATION HANDBOOK

## FOR

### FACULTY AND STAFF

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FOREWORD

This Faculty Handbook represents an effort to provide information pertaining to the organization, regulations, policies, and traditions of Western Kentucky State College.

It is dedicated to a better informed, more effective, and happier faculty.

It is hoped that this Handbook may be especially helpful to new faculty members in answering questions about Western; it should be a useful reference and guide to all the faculty members in avoiding difficulties that may be wasteful of their time and energy.

With a few exceptions for purposes of emphasis, this Handbook contains information that is not found in the College Catalog.

It is suggested that all faculty members also thoroughly familiarize themselves with the College Catalog in order that they may be fully informed on all matters pertaining to the institution.
INFORMATION ABOUT THE COLLEGE

The History of Western

Western Kentucky State College was established by act of the 1906 Legislature of Kentucky. Prior to this time, there had existed in Bowling Green the Southern Normal School and the Bowling Green Business University, whose president was Dr. Henry Hardin Cherry, who became the first president of Western Kentucky State Normal School. The state institution occupied the building and grounds of the Southern Normal School until 1911, when the State Normal School was transferred to College Heights, its present site.

In 1922 the Kentucky Legislature changed the name of the institution to Western Kentucky State Normal School and Teachers College and granted to the College the right to confer baccalaureate degrees upon its graduates. In September of the same year, the Executive Council approved a course of study four years above high school and authorized the conferring of the baccalaureate degree on its completion. In 1930 the name was changed to Western Kentucky State Teachers College, and in 1948 to Western Kentucky State College.

Western first began offering the Master of Arts Degree in 1931. This program was discontinued from 1936 to 1941 but was resumed in 1941 and has enjoyed continuous growth since.
Western Kentucky State College is located on a hill overlooking the city of Bowling Green, Kentucky (population 32,000). The central portion of the campus, which is known as College Heights, commands an impressive view of the Barren River Valley and surrounding hills. Embracing an area of 141 acres, the College campus is well equipped with many beautiful and functional buildings. A farm of 555 acres located a short distance from the campus provides instructional facilities in agriculture and is maintained for production and research purposes.

Western has experienced phenomenal growth in recent years. A sound program of long-range development is bringing continuous improvements in Western's physical plan. There has been concerted effort to bring the best possible persons as additions and replacements to the faculty and staff. Each of these factors is essential in order to provide the best possible educational opportunities. The enrollment has grown from 1,810 in the year 1954-55 to 4,797 in 1961-62.

You are urged to read *A History of the Western Kentucky State Teachers College* by James P. Cornette. This publication will supply you with an accurate and interesting historical background of Western up to 1938. Copies are on file in the College Library.

**The Ideals of Western**

The ideals on which Western Kentucky State College is founded were first declared by Dr. Henry Hardin Cherry, the founder and first president of the
College. Three of the most essential of these ideals were formulated by Dr. Cherry as early as 1892. They are as follows:

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 of life.

The seal of the College contains two additional and integral ideals which the College fosters and emphasizes. One of these is the phrase "Life More Life", which is a succinct way of expressing the ideal that education should increase the individual's power and desire to live a noble life. Above all, the motto of the College, "The Spirit Makes the Master," expresses the central ideal undergirding Western Kentucky State College.

The Purposes of Western

Western Kentucky State College exists to serve all the talented youth of Kentucky and to provide an education which will enable them to become leaders in their chosen professions and to become responsible citizens in their communities. As a part of its program, the College feels responsible for helping students to develop an appreciation for democratic institutions, to formulate a personal ethical and moral value system, to appreciate their cultural heritage, and better to understand themselves and their fellow man. Within this context of purpose, four specific objectives are listed below.
It is recognized that any attempt at delineation of purpose cannot adequately describe the aims of the institution.

I. Teacher Education

A primary objective of Western Kentucky State College is the education of teachers and school leadership personnel for the schools of Kentucky.

II. Liberal Arts Education

Western Kentucky State College has as a prime objective the broad and liberal education of all its students. Every curriculum of the College has been formulated with this objective in mind.

III. Professional and Pre-Professional Education

Western Kentucky State College accepts the responsibility of providing for the youth of Kentucky certain special professional and pre-professional curricula.

IV. Cultural and Educational Extension of the College

Western Kentucky State College has the additional responsibility of projecting its influence by means of extension classes, correspondence courses, musical concerts, art exhibits, dramatic performances. These extensions of the College are facilitated through the cooperation of its alumni and friends throughout the state.

The Western Campus

The College campus is recognized as one of the most beautiful in the United States. The main buildings of the College are situated along the crest of a large hill which is visible from the approaches to the city for many miles.
Listed below are brief descriptions of the academic buildings, the auxiliary buildings, the student dormitories, and other significant structures and features of the campus. Please refer to the campus map on page 10.

Health and Physical Education Building - The main floor of this building includes offices for the Department of Physical Education, several large physical education classrooms, and a large gymnasium and auditorium with a seating capacity of 4,500. On the ground floor, the Department of Military Science is located.

Henry Hardin Cherry Hall - This fine classroom building houses the Departments of Art, Economics and Sociology, Education, English, Foreign Languages, Geography and Geology, History, Mathematics, Penmanship, and Psychology. The College Post Office, Bookstore, Audio-Visual Center, and the offices of the Dean of the College and the Registrar are also in Cherry Hall.

Home Economics Hall - In this building are located the laboratories and classrooms of the Department of Home Economics.

Home Management House - Senior girls majoring in Home Economics live here for a period of nine weeks. Each girl takes her turn in the organization and supervision of the home, which is located on State Street opposite the Home Economics Hall.

Industrial Arts Building - In this building are located the shops and classrooms of the Department of Industrial Arts.

The Libraries - The libraries of the College include the Main Library; the Kentucky Library, a collection of special and rare Kentuckiana in the Kentucky Building; the Science Library in Thompson Hall, serving the Departments of Biology, Chemistry, and Physics; the Music Hall Collection, administered by the Department of Music; and the College High Library in the Training School. Together they contain approximately 125,000 volumes.

Music Hall - This building contains the classrooms and studios of the Department of Music.

Ogden Hall - Ogden Hall was the first building to be erected by Ogden College. It contains the Department of Business and Government and also the offices of the Department of Extension and Correspondence.
Perry Snell Hall - This building was named for the late Perry Snell, an alumnus of Ogden who provided much of the funds necessary for its erection. It contains the Department of Agriculture and Snell Auditorium. Behind the building is the Italian Garden, also a gift of Mr. Snell.

Training School - The Training School is located at Fifteenth and State Streets. The classrooms, library, laboratories, and gymnasium serve the twelve-grade program, which is organized on the six-six plan. The College Clinic is located on the first floor of the Training School.

Kelly Thompson Science Hall - This beautiful structure located on the Ogden campus cost $1,500,000 and was first occupied in September, 1961. The three-story, steel-reinforced concrete brick structure faces Fourteenth Street. The building houses all the Departments of Biology, Chemistry, and Physics.

Paul L Garrett Student Center - This building is located on the inner circle between the Faculty House and J. Whit Potter Hall. The cafeteria, which occupies the entire ground floor, offers excellent food at reasonable prices. The first floor is devoted entirely to conference rooms, lounge areas, and recreational facilities.

Academic-Athletic Building - This magnificent $2,900,000 structure, 100 yards in diameter, is now under construction on the Western campus. It will contain the E. A. Diddle Arena with an ultimate seating capacity of 13,000 persons. It will also contain 30 master classrooms and an Olympic-size swimming pool. This latest addition to the Western campus is expected to be ready for occupancy at the opening of school in September, 1963.

Administration Building - This building houses several of the offices of administration and an auditorium of 1,500 seating capacity where an assembly is held once a week.

Agricultural Buildings - These buildings, which are located on the College farm, house the school herds and a large dairy.

Agricultural Pavilion - The Agricultural Pavilion is located on the southern part of the main campus and is used for demonstration purposes and livestock shows and sales.

Central Power Plant - A modern central power plant is located at the intersection of Dogwood Drive and the Russelville Road. A College Laundry operated by the College Heights Foundation adjoins the Power Plant.
Faculty House - The Faculty House, formerly known as the Cedar House, is constructed of hewed cedar logs, chinked and pinned. The interior is of rustic finish. The building, which is the center of faculty activities, is air-conditioned and contains a modern refreshment bar and a conference room for large committee meetings.

Kentucky Building and Museum - The Kentucky Building, begun in 1931, was completed and dedicated in the fall of 1939. Of modified Georgian design, the building is occupied by the Kentucky Library and the Kentucky Museum, both having outstanding collections of materials relating to Kentucky.

Maintenance Service Building - This new structure, located facing the Russellville Road, houses the entire Physical Plant Administration operation.

J. Whit Potter Hall - J. Whit Potter Hall, a thoroughly modern residence hall housing 256 women, has recently been remodeled and equipped with new furniture throughout.

McLean Hall - This is a new dormitory which houses 156 women. Of brick construction it contains a spacious parlor, a recreation room, and a laundry room.

Regents Hall - This modern brick building was completed at the opening of the 1959 fall semester. It provides housing for 184 women.

White Stone Hall - White Stone Hall is a dormitory which houses 175 women. It is of stone construction and modern in every respect.

Rock House - This dormitory provides housing for 34 men. It is of stone construction and is located at Fifteenth and College Streets.

Small Dormitory for Men - This stone building faces State Street at the back of the Training School. It provides accommodations for 24 students.

New Residence Hall, Kentucky Grounds - Located on the portion of the campus known as the Kentucky Building Grounds and facing the Russellville Road, this modern brick six-story building will house 404 women. It is air-conditioned and equipped with self-service elevators.
North Hall - Facing Sixteenth Street and connected to East Hall by an attractive patio and of the same modern design, this building houses 200 men.

East Hall - This dormitory for men is adjacent to the Music Building and faces Normal Drive. It has most desirable accommodations for 222 men.

South Hall - Adjacent to West Hall and facing Normal Drive, this beautiful brick dormitory houses 208 men.

West Hall - A dormitory accommodating 208 men; this modern brick structure faces Sixteenth Street. First occupied in the fall of 1961. West Hall also houses the Western Grill - an important part of the Food Services facilities at Western.

Other Structures and Features

The College Farm - The College owns and operates a farm of 555 acres located a short distance from the campus. The farm is used as a laboratory by the Department of Agriculture. An extensive program of diversified farming is conducted. A modern dairy is located on the farm.

Pylon - This stately structure stands at the main entrance to the Western Kentucky State College campus. It was erected in 1956 by the College Heights Foundation to commemorate the fiftieth anniversary of the College.

Stadium - The stadium overlooks a landscape of unusual beauty, ranging to the south and west. It is crowned along the campus drive by a beautiful stone colonnade. The stadium is used extensively for outdoor meetings. The playing field below is used for athletics and other college events.

The Swimming Pool - The College maintains a beautiful outdoor swimming pool adjacent to the Physical Education Building. The pool is made available for use by the faculty and their families at certain hours during the season.

Tennis Courts - Nine surfaced tennis courts are provided for faculty and student use. They are located on the east side of the Russellville Road adjacent to the Western Area Vocational School.
Degrees Conferred by Western

Western Kentucky State College confers three undergraduate degrees: the Bachelor of Arts, the Bachelor of Science, and the Bachelor of Music.

The Bachelor of Arts Degree - The Degree of Bachelor of Arts is conferred upon those students completing the institutional requirements with a major in any one of the following fields: Art, Business Management, Economics and Sociology, English, French, Government, History, Latin, Library Science, Mathematics, Physics, Psychology, Spanish.

The Bachelor of Science Degree - The Degree of Bachelor of Science is conferred upon candidates who complete all institutional requirements with a major in any one of the following fields: Agriculture, Biology, Business Management, Chemistry, Education, Geography, Industrial Arts, Home Economics, Physics, Physical Education.

The Bachelor of Music Degree - The Bachelor of Music Degree is conferred upon candidates who complete the institutional requirements and the Music Curriculum as outlined by the College.

In addition, Western offers varied graduate curricula leading to the professional degree of Master of Arts in Education.

Professional Memberships

Western holds membership in the following professional and/or accrediting organizations:

- Southern Association of Colleges and Schools
- National Council for Accreditation of Teacher Education
- National Association of Schools of Music
- American Association of Colleges for Teacher Education
- Kentucky Association of Colleges, Secondary, and Elementary Schools
- American Council on Education
- American Chemical Society
THE ADMINISTRATION OF THE COLLEGE

Board of Regents -- In accordance with Kentucky Revised Statutes, the governing body of Western Kentucky State College is the Board of Regents consisting of the State Superintendent of Public Instruction who is chairman and six members appointed by the Governor.

President -- Head of the College responsible to the Board of Regents for the operation of the College.

Dean of the College -- Administrative officer responsible for directing the instructional program of the College -- chairman of the Curriculum and Graduate Committees, which are the chief policy-making bodies in the area of curriculum and instruction -- administrative officer in charge of the graduate program -- director of the academic counseling program -- coordinator of Community College night-class program -- supervisor of the writing of the College Catalog, official bulletins, and class schedules -- chairman of the Academic Probation Committee -- chairman of the Committee on Extension and Correspondence -- supervisor of classroom space utilization and allocation of classroom facilities.

Dean of Admissions -- Director of Admissions -- chairman of the Committee on Entrance, Credits, and Graduation -- co-chairman of the Scholarship Committee -- member of the Graduate Committee, Curriculum Committee, Academic Probation Committee, and Testing Services Committee -- administrative officer who works closely with the Dean and the Registrar on such matters as academic counseling, probation, and standards and who assists the President in matters involving the President in the areas listed above and in such other matters as may be assigned by the President.

Dean of Students -- Administrative officer responsible for the direction of student-welfare matters of the College -- general director of student dormitories -- chairman of the Student Welfare Committee -- co-chairman of the Scholarship Committee -- member of the Probation Committee -- supervising matters pertaining to disciplinary probation of students -- member of the Student Loan Committee -- chairman of the Fraternity Committee -- director of various programs of the College involving student participation -- chief liaison representative of the President with the Student Advisory Council -- counselor with students concerning personal problems -- supervisor of the faculty parking-control system -- coordinator of various college programs such as the faculty reception.

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Registrar - Administrative officer working under the office of the Dean of Admissions - administrative officer responsible for registration, enrollment records, security and accuracy of records and credits, certification of degree candidates, and release of statistical data - member of the Committee on Entrance. Credits, and Graduation - member of the Graduate Committee Curriculum Committee Academic Probation Committee and Testing Services Committee - administrative officer who works closely with the Dean of the College and Dean of Admissions on such matters as academic counseling, probation and standards - supervisor of freshman orientation including the testing program.

Business Manager - Chief fiscal officer of the College - treasurer of the Board of Regents - administrative officer who works directly with the President in the preparation of the fiscal-year budget and who is the President's chief advisor in major financial matters - administrative officer who works with the heads of the various departments in the preparation of departmental budgets - administrative officer responsible for all purchasing payrolls - receipting of all moneys collected by the College in the form of student registration fees, housing fees, and other receipts - supervisor of the food-service operation, which includes the cafeteria, snack bar and all vending machines - director of veterans' affairs - supervisor of fiscal affairs related to student registration - postmaster for the College Post Office.

Director of Public Relations - Administrative officer responsible for the field services, such as recruiting of students and representation of the College at high-school career days - administrative officer who works closely with other officials on various programs such as high-school senior day conventions held on campus, and other events including commencement exercises and who works with the Dean of the College on the College Catalog, schedule booklets and bulletins - supervisor of various publications including the college newspaper, athletic information, and publicity brochures - college official responsible for publicity releases and for maintaining publicity files including an up-to-date faculty publicity file - official college photographer.

Director of Alumni Affairs and Placement Service - Director of alumni affairs - coordinating and promoting alumni activities on campus, over the state, and in some areas out-of-state - administrative officer who is responsible for beginning and follow-up procedures necessary for placing Western graduates in satisfactory teaching and non-teaching positions.

Extension Director - Director of the program of extension classes and correspondence courses working closely with the Dean of the College and the academic department heads in the organization of these classes and...
courses — coordinator of careful studies which are based on contacts and visits in the field and which result in recommendations designed to promote better understanding and coordination of the program and purposes of the College Division of Extension with the educational leaders of the state.

Physical Plant Administrator — Supervisor and coordinator of the architectural and engineering services in the planning of new construction and remodeling of existing physical facilities — representative delegated by the President for liaison services between contractors and the college administration and to represent the College in all matters pertaining to new construction.

Director of Buildings and Grounds — Supervisor of the operation of all utility services such as heating, plumbing, electrical — director of the maintenance activities and landscaping operations — supervisor of custodians, maids, ground workers, and campus security officers — supervisor of the receipt and delivery of campus equipment, materials, and supplies from the physical plant storerooms — administrative officer who works closely with the Physical Plant Administrator in new construction and remodeling of existing physical facilities.

Departmental Administration

In general, the College is organized into departments for purposes of academic planning and supervision.

Care should be constantly exercised to maintain harmonious interdepartmental relationships. All actions planned by a given department which would have an influence upon the operation of another department should be properly coordinated and concurred in by any and all departments concerned in advance of final action.

Department Head

The Department Head is the President's designated person charged with the administrative responsibility within his department.
is expected to.

1. Take an active part in the recruitment and evaluation of prospective staff members.

2. Acquaint new members of the staff with general college procedures, instructional goals, and equipment and facilities within the department;

3. Assist the President, Dean of the College and other administrative officers in the supervision and classification of members of the staff;

4. Take primary responsibility for setting the requirements for the major and minor with the department, and with other members of the department continuously evaluate the effectiveness of the total departmental curriculum;

5. Work with the Dean of the College in planning course offerings for a given semester;

6. Make teaching assignments of courses to the members of the departmental staff;

7. Maintain a current course outline file of courses taught within the department and send copies of each course outline to the Dean of the College;

8. Prepare requisitions for necessary textbooks, supplies, equipment and repairs;

9. Maintain a complete up-to-date inventory of all equipment within the department.

10. Assign students majoring within the department to faculty advisers within the department for academic programming and counseling;

11. With other members of the department assist in the evaluation of students about to be graduated;

12. Hold such meetings as are necessary to carrying on efficiently the functions of the department;

13. Perform such other duties as may be assigned by the President or the Dean of the College.
The Faculty Member

Those who teach students, in the final analysis, determine the strength and reputation of the College.

Each faculty member participates in the administration of the College through representation of his department on the Curriculum Committee, through faculty committees, and through faculty meetings. Any problem related to the work of the individual faculty member should be taken up first with the Department Head. If there are matters which a faculty member wishes to discuss with the President, Dean of the College, or other administrative officer, he should not hesitate to do so. Each of these persons is genuinely interested and will have the best interest of each faculty member in mind at all times.

Faculty Committees

Faculty committees play a vital role in the administration of the College. There are some departmental committees and other special committees which are not included among those listed below. The fact that a committee has not been listed in no way minimizes its importance.

Committee on Curriculum and Instruction. This committee recommends to the President general curricula patterns, scope and sequence of major minors and areas of concentration, courses of study, and other matters relating to curriculum. Within the area of instruction, the Curriculum Committee has always been considered to have the power to recommend academic regulations relating to instruction, such as class attendance regulations, the grading system, student load, etc.
Graduate Committee  The Graduate Committee has general control over all matters of graduate instruction including degree requirements, curricula, and general academic regulations. The Committee must pass on all applicants for the Master of Arts degree and must approve all applications for graduate assistantships.

Committee on Entrance, Credits, and Graduation  This committee is composed of three members and exists for the following purposes:

1. To interpret school policy as it may affect qualifications for an individual's entrance or admission to Western Kentucky State College.

2. To evaluate credits which may be presented from other colleges or universities.

3. To evaluate all credits which may effect the student's academic program.

4. To review proposed deviations from the regular degree program to make certain that approval for graduation in such cases is within the regulations of the College, the State Department of Education, and all accrediting associations in which the College holds membership.

Teacher Education Committee  This is a permanent sub-committee of the Committee on Curriculum and Instruction, acting as a referral committee for matters relating to the teacher education curriculum. On matters relating to non-curricula aspects of the teacher education program, the Teacher Education Committee acts as a referral committee, not as a sub-committee to the Committee on Curriculum and Instruction. The teacher education curriculum is placed under the purview of this committee specializing in this aspect of the curricula of the College in order to strengthen the teacher education program through better institution-wide coordination and participation. Certain non-curricula functions may be assigned to this committee by the President or the Dean of the College.

Testing Services Committee  The Testing Services Committee functions as the administrative agency for the coordination of all testing in the College other than tests which are given in classroom situations. Some of the specific functions under the direction of this committee are
(1) To administer score and make available test scores of all freshmen tested at the beginning of each semester in order that faculty advisers may counsel more accurately with entering freshmen. Tests now given entering freshmen are College Qualification Test, California Test of Mental Maturity, and Purdue English Placement Test.

(2) To supervise in the office of the Registrar the establishment of individual folders for each student to contain the test scores and answer sheets and other personal information and academic records.

(3) To administer, score, and make available results on Graduate Record Examination required of all beginning graduate students.

(4) To administer Graduate Record Examinations under the auspices of the Educational Testing Service on regularly prescribed dates set by the Service.

(5) To administer score and in some instances report scores of other tests given on the campus. These include General Educational Development Tests, Miller Analogies Test, American College Tests, Selective Service Tests, Navy Qualifications Tests, and other special tests which may be needed from time to time.

**Scholarship Committee** The Scholarship Committee serves as a coordinating body for all scholarships awarded to students at Western Kentucky State College. The committee reviews all applications for scholarships, allocating the available scholarship resources on the basis of individual merit. The committee maintains continuous supervision, making certain that a student continues to make satisfactory academic progress and remains in good social standing.

**Student Loan Committee** The Loan Committee reviews all applications for student loans, evaluates them in terms of established criteria, and determines the action to be taken. The administration of the student loan program is coordinated with other phases of the College student aid program. A central file of all student aid including student loans is maintained in the office of the College Heights Foundation.
Library Committee  The Library Committee serves the Division of Library Services in an advisory capacity. This committee serves as liaison between faculty, library, and students, advising on problems brought before it by librarian, faculty, staff, or students. Functions of the committee include

(1) Surveying the resources of the libraries
(2) Giving guidance in book acquisition
(3) Making recommendations relative to policies to be adopted by the library
(4) Promoting the use of the library

Rodes-Helm Lecture Series Committee  The Rodes-Helm Lecture Series has been endowed by Mr. and Mrs. Harold H. Helm. The lecture series is named in honor of Judge John B. Rodes, Circuit Judge of Warren County, and Miss Margie Helm, Director of Library Services, Western Kentucky State College. The endowment fund is to be kept intact, and the income from it is to be devoted to bringing distinguished lecturers to the Western campus. The committee serves in an advisory capacity primarily for the purpose of securing the lecturer and making the necessary arrangements for the lecture. The first of the Rodes-Helm lectures was given by General Carlos P. Romulo on April 19, 1962.

Athletic Committee  This seven-member committee has responsibilities as outlined below

(1) To interpret and direct competitive intercollegiate athletic policies
(2) To represent the College in athletic conference relationships
(3) To serve as a liaison and interpreter of policies having to do with schedules, contests, etc
(4) To approve eligibility and athletic awards
(5) To cooperate with coaching staff in keeping Western's overall athletic program on the highest possible ethical and amateur standard.

(6) To encourage the establishment of a well-balanced, overall sports program which will prepare our graduates for coaching and teaching positions in the field of athletics.

(7) To recommend to the President of the College and other administrative officers any possible improvements in connection with any phase of our athletic programs.

Social Committee. The Social Committee, whose members come from the faculty, administrative staff, and student body, is the coordinating and direction-giving agency for the social program across the entire campus. The committee’s efforts are directed primarily to encouraging various student groups to sponsor and supervise social activities. Each year it serves as sponsoring agency for various social events. Meetings are held at 4:00 o'clock p.m. on the third Tuesday of each month in the office of the Dean of Students.

Audio-Visual Committee The duties and responsibilities of this committee are as follows:

1. To administer the audio-visual budget of the College, including the purchase of new equipment, the submission to the President of budget requests, and the approval of student payrolls.

2. To establish uniform procedures for rental of films, maintenance of equipment, applications for student projectionists, and to communicate these procedures to the faculty and administrative staff.

3. To suggest ways and means by which audio-visual aids may be used to improve the instructional programs of the College.

Faculty Research Committee This faculty committee exists for the following purposes:
(1) To stimulate faculty research in every way possible.

(2) To submit annual reports concerning the research activities of the faculty to the Dean of the College, to the Kentucky Association of Colleges, and to other associations and offices requesting reports.

Student Welfare Committee  The Student Welfare Committee, consisting of five members from the faculty and administrative staff, is charged with the following responsibilities:

(1) To keep alert to the needs of students in all areas of student life.

(2) To study and recommend, when desirable and necessary, changes in any program which would improve the well being of students consistent with the aims and objectives of the institution.

(3) To make decisions on questions dealing with student welfare not properly falling to some other committee, such as social loans, or housing committees.

The committee meets at 4:00 p.m. the second Tuesday of each month in the office of the Dean of Students.

Textbook Committee  This committee must approve the selection of all textbooks for courses offered by the College. Its main function is to insure that change of textbooks is done in an orderly fashion and not indiscriminately. The Head of the Department concerned is automatically a member of this committee.

Faculty Publications Committee  The Faculty Publications Committee was appointed to determine the proper means of honoring faculty members who have a significant piece of research published.

High School Senior Day Committee  High School Senior Day is an annual event which is held at Western Kentucky State College during the spring. This program is designed to give the high school seniors throughout south-central and southern Kentucky an opportunity by
special invitation to visit the Western campus. The day is designed
to give these seniors an opportunity to observe as many phases of
college life as such a short time will permit. It is hoped that they
will be stimulated and encouraged to continue their education. It is
the function of this committee to plan the program and to work with
other members of the faculty, staff, and student body in carrying
it out.

Faculty Reception Committee  Soon after the beginning of the Fall
Semester a reception is held for the faculty and staff and their hus-
bands or wives in honor of the new members of the faculty. The
Faculty Reception Committee is responsible for the planning and
carrying out of this annual reception.

Committee on Religious Affairs  The Committee on Religious
Affairs considers and recommends appropriate action on all matters
of a religious nature which affect the College. It cooperates with
the administration and with the Western Religious Council, an organ-
ization of students. Such activities as the Easter Sunrise Service,
Religious Emphasis Week, and other non-denominational religious
activities on the campus are under the supervision of this Committee.

Faculty House Committee  This committee is a supervisory and
planning body for the operation and use of the Faculty House.

Pre-Medical Committee  The Pre-Medical Committee functions
as an advisory body for all students who are following the pre-medical
curriculum at Western. This committee also serves in the capacity
of making recommendations of students to the various medical schools
of their choice.

Homecoming Committee  This is a large committee composed of mem-
ers of the faculty, staff, and student body and appointed by the
President. The purposes of the Homecoming Committee are to make
plans for the various phases of Homecoming, to coordinate the many
programs and activities during Homecoming week; and to organize
the faculty, staff, student body, clubs, and other college organizations
into a united Homecoming effort.
Fraternity Committee. A recommendation calling for the establishment of social fraternities at Western was made by the administration and approved by the Board of Regents on August 27, 1961. Shortly after the Board's action, an eight (8) member committee was appointed by the President to formulate the basic regulations which would be needed to govern the system. In addition to the responsibility for developing the institutional policy governing fraternities, it will also be the duty of the committee to:

1. Receive and rule on petitions for recognition as local fraternities.
2. Receive and evaluate a local fraternity's request to petition a national fraternity.
3. Establish the number of fraternities to be allowed to organize on the campus.
4. Prepare a list of approved national fraternities which locals will be permitted to petition.
5. Interpret and enforce the provisions of the institutional policy governing fraternities.

Effective January 29, 1963, student organizations whose purposes and objectives are not in accord with the purposes of the College, and thus who would not be recognized by the College, shall not be permitted to exist. Students who involve themselves by being associated with such organizations shall forfeit their status as a student at Western.

Administrative Organization

The structure of the administrative organization of Western is outlined in the five organizational charts on pages...
ADMINISTRATIVE ORGANIZATION
FOR THE FACULTY
WESTERN KENTUCKY STATE COLLEGE

BOARD OF REGENTS
- PRESIDENT
  - DEAN
    - COMMITTEE ON CURRICULUM AND INSTRUCTION
      - ADVISORY COMMITTEE

GRADUATE COMMITTEE
- GRADUATE DIVISION
  - DEPARTMENTS OF INSTRUCTION
    - EDUCATION
    - PSYCHOLOGY
    - PHYSICS
    - CHEMISTRY
    - BIOLOGY
    - MATHEMATICS
    - INDUSTRIAL ARTS
    - ART
    - MUSIC
    - ENGLISH
    - FOREIGN LANGUAGE
    - HISTORY
    - BUSINESS & GOVERNMENT
    - GEOGRAPHY & GEOLOGY
    - ECONOMICS & SOCIOLGY
    - LIBRARY SCIENCE
    - PHYSICAL EDUCATION
    - HEALTH & RECREATION
    - *PHILOSOPHY

EXTENSION DIVISION
- DEPARTMENTS OFFERING COURSES THROUGH EXTENSION DIVISION
  - BIOLOGY
  - ECONOMICS & SOCIOLGY
  - EDUCATION
  - ENGLISH
  - GEOGRAPHY & GEOLOGY
  - HISTORY
  - BUSINESS & GOVERNMENT
  - INDUSTRIAL ARTS
  - MATHEMATICS
  - *PHILOSOPHY
  - PHYSICAL EDUCATION
  - HEALTH & RECREATION
  - PSYCHOLOGY
  - PHYSICS

DIVISION OF LIBRARY SERVICES
- DEPARTMENTS OF INSTRUCTION
  - EDUCATION
  - TRAINING SCHOOL
  - PSYCHOLOGY
  - PHYSICS
  - CHEMISTRY
  - BIOLOGY
  - AGRICULTURE
  - LIBRARY SCIENCE
  - MILITARY SCIENCE
  - MATHEMATICS
  - INDUSTRIAL ARTS
  - HOME ECONOMICS
  - ART
  - ENGLISH
  - MUSIC
  - HISTORY
  - FOREIGN LANGUAGE
  - BUSINESS & GOVERNMENT
  - GEOGRAPHY & GEOLOGY
  - ECONOMICS & SOCIOLGY
  - PENNMANSHIP
  - PHYSICAL EDUCATION
  - HEALTH & RECREATION
  - *PHILOSOPHY

*Administered through the Department of English
ADMINISTRATIVE ORGANIZATION
FOR STUDENT PERSONNEL
WESTERN KENTUCKY STATE COLLEGE

BOARD OF REGENTS

PRESIDENT

BOARD OF DIRECTORS

COLLEGE HEIGHTS FOUNDATION
1. Financial Aid (Foundation Loan Program & National Defense Loan Program)
2. Student Part-time Employment
3. Bookstore Service
4. Central Laundry Service

DEAN OF COLLEGE
1. Academic Counseling
2. Class Attendance
3. Testing (Committee)

BUSINESS MANAGER
1. Food Service
2. Student Activity I.D. Card
3. Postal Service
4. Check Cashing Service
5. Veteran's Benefits
6. National Defense Loan Program
7. Civilian Rehabilitation

DEAN OF ADMISSIONS
1. Admissions

REGISTRAR
1. Registration
2. Orientation
3. Degree Program Counseling
4. Records

DEAN OF STUDENTS
1. Housing
2. Health Service
3. Personal Counseling
4. Student Organizations
5. Fraternities
6. Extra-Curricular Activities
7. Scholarships (Regents & Butler County)
8. Student Part-time Employment

PUBLIC RELATIONS DIRECTOR
1. Recruitment
2. Student Publication (College Heights Herald)
3. Publicity & News Releases
POLICIES AND SERVICES PERTAINING TO INSTRUCTION

Guidance and Counseling

Colleges and universities have developed various methods for advising or counseling with students in response to definite needs. College students, although frequently wishing to appear knowledgeable and sophisticated, are typically just terminating their adolescence and need help in making decisions.

Consistent with the philosophy of counseling at Western, vocational and academic advising are under the general supervision of the Dean of the College. The Dean of Students is in charge of counseling students concerning their personal problems, including social affairs, adjustment to college life, and other personal matters.

The Dean of Admissions and the Registrar have crucial roles to play with respect to counseling. The Registrar's office maintains records and materials which may serve as aids in advising students. The Dean of Admissions frequently conducts what are virtually advising conferences with students before they enter the College. The Department Head serves as advisor for students majoring or minoring in his department and must give official approval to the student's degree program.

The faculty member has several clear-cut responsibilities in counseling with students.
I. To assist the student select the courses which best fit his needs, interests, abilities and, if known, his objectives.

II. To assist in the orientation of the new student to the College by providing answers to questions about the College which may not have been touched on in the orientation group discussions.

III. To aid the student, especially the freshman, in an informal and nonclinical manner with problems which may be personal rather than academic or curricular.

IV. To identify and refer to the appropriate College service those students in need of such service.

V. To encourage the student to assume responsibility for final decision and, in general, to seek to develop in the student an increasing sense of responsibility and independence in all decisions.

These responsibilities are fulfilled through a planned program of Freshman Orientation and later through departmental counseling under the direction of the Department Head.

The Dean of the College instructs the faculty in a special faculty conference on the procedures to be followed in Freshman Orientation.

It is important that each member of the faculty become thoroughly familiar with the College catalog in order to become more effective in this important task.

Please refer to Testing Services Committee on page 17.

Class Attendance

Registration in a course is to be regarded as a contract between the student
and the College, full performance of which requires regular and punctual
class attendance. When a student knows that he must be absent from classes,
he is obligated to notify his instructors in advance.

I. The student is responsible for completing all work missed because
of absence from class. Make-up work may include written themes,
outlines, or special examinations.

A student missing a scheduled examination must present an
Excused Absence Memorandum before he will be permitted to
take the examination.

II. Instructors will excuse a student who is absent because of serious
illness, death in the student's family, business for the College, or
other contingencies which the administration of the College deems
justifiable.

Excuses will not be issued for minor maladies. Verification of
serious illness must be provided the Dean of Students in order that
he may verify the cause of the student's absence.

Unexcused absences of one less than the number of hours credit in
the course may be taken without penalty to cover other than above
situations. These unexcused absences are intended primarily for
use in minor emergencies and should be used with discretion. It
should be noted that the student is held responsible for his class
work regardless of the absence being excused or unexcused.

III. Absences due to serious illness or those which are a result of
death in the student's family are verified by the Dean of Students.
All other absences must be verified by the Dean of the College.

An "Excused Absence Memorandum" will be issued periodically by
the Dean of the College. The names of all students who have been
granted an excuse from classes will appear on this memorandum.

IV. Students are penalized one quality point for each unexcused absence.
This means that two unexcused absences in a course meeting two times
a week, three unexcused absences in a course meeting three times a
week, etc., will result in an A becoming a B, a B becoming a C, etc.
The penalty to apply in the course in which the unexcused absences
occur.
Students arriving at class after roll call will be regarded as tardy. If they arrive twenty minutes late, the tardiness is counted as an absence. Three tardinesses equal one absence. Absences immediately preceding and following school holidays count double.

V. A student missing three or more weeks because of illness or other serious personal contingency may be advised to reduce his course load or officially to withdraw from school depending upon the length of absence. The instructors concerned in consultation with the Dean of the College will determine whether the length of absence has been so long as to make it impossible for the student satisfactorily to complete his courses for the semester.

VI. Students who are doing unsatisfactory work or who are irregular in attendance are reported to the Dean of the College for special consideration. If after a reasonable period of time no improvement is made, the student may be dropped from the course on the recommendation of the instructor and the approval of the Dean.

Grade Reporting

It is the responsibility of each faculty member to assign and report a grade for each student who is enrolled in his class within the specified time listed on the semester calendar.

All grades are reported to the Registrar's office in accordance with instructions and directions issued by the Registrar with the Official Class Roll for each semester.

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 instructors.
on charge of the various courses. Students who withdraw from a class within the period indicated for this purpose in the College calendar will have no mark 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, otherwise, a grade of F will be recorded regardless of the character of work being done by the student at the time of his withdrawal.

Class Rolls

A tentative class roll or working class roll is made by the faculty member as he registers the students in his respective classes.

This class roll is to be used for checking attendance and other purposes until the Official Class Roll is distributed by the Registrar.

After the drop-and-add period, the Registrar's office issues the Official Class Roll, which is in duplicate and is to be used in the following manner:

I Carbon Copy - The carbon is to be submitted to the Registrar's office as a mid-semester deficiency report in accordance with instructions which will come from the Registrar.

II Original Copy - The original copy is the teacher's official grade sheet for reporting final grades.

Grade Books

Grade books are to be a part of the official class records of each teacher.
These books are available at the Registrar's office.

It is a policy of the College 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 or to the Registrar's office if work at the College is terminated. They may be filed with the Department Head or the Registrar's office for permanent keeping at any time.

The Grading System

In the system of grading employed by the College to indicate the student's proficiency in his work, the letters A, B, C, D, F, X, WP, and WF are used. These letters have the following significance:

A - Excellent, valued at three quality points for each semester hour.
B - Good, valued at two quality points for each semester hour.
C - Average, valued at one point for each semester hour.
D - Below average, unsatisfactory, indicates deficiency, gives no quality points, but gives credit for graduation provided with such credits the student's scholastic standing is I or more.
F - Failure, valued at no semester hours and no points.
X - Incomplete
WP - Withdrew, passing
WF - Withdrew, failing

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

A grade of X (incomplete) is given only when some relatively small unit of work is not completed because of illness or some other reasons satisfactory to the instructor. A grade of X will automatically become F unless removed within one
semester after the student re-enters the College. This grade is not to be used under any circumstances as a substitute for F, WF, or WP.

Grades earned by all students are sent to their parents or guardians at the end of each semester. Reports on the scholastic progress of students will be sent at any time they are requested by parents.

It should be noted that a student's grades become a part of his official record at the College and are to be treated confidentially. Except at the student's request, his grades will be made available only for faculty advisement or other professional uses.

Course Outlines

Course outlines are filed with the Dean of the College. 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.

Examination Schedule

A schedule of final examinations is prepared by the Dean of the College and distributed to all teachers before the close of each session of school. All finals should be conducted at the periods scheduled unless special arrangements for deviation from the schedule has been made with the Dean of the College.

Teachers are expected to evaluate adequately the class work of each student so that a mid-term and a final grade report can be made.
Academic Freedom

It is the desire of Western Kentucky State College that each faculty member enjoy a full measure of academic freedom.

Western accepts in full, and subscribes to, the statement of principles regarding academic freedom as outlined in the standards of the Southern Association of Colleges and Schools.

Academic Dishonesty

One of the most important objectives of teaching is the development of honesty in students. Throughout their educational program students should be impressed with the fact that cheating is morally degrading and that such practices seriously interfere with learning and intellectual development.

Dishonesty with respect to examinations, written assignments in class, alteration of records, or illegal possession of examinations shall be considered cheating.

It is the responsibility of the student to abstain from cheating. In addition, he is to avoid the appearance of cheating, and to guard against making it possible for others to cheat.

It is the responsibility of each faculty member to maintain the best possible conditions to prevent cheating in any manner. Each faculty member is expected to arrange for vigilant proctoring of all examinations and class exercises. He also is to employ every precaution to deny access to class records or examinations to anyone who is not entitled to such information. It is the responsibility of
faculty members to make every effort (1) to inspire in their students an appreciation of and a desire for honesty in academic work; (2) to prevent dishonesty and to protect the honest student, and (3) to take appropriate action in instances of dishonesty.

The Dean of Students is available for assistance in dealing with cases of dishonesty.

Chapel Assembly

As a part of the program of Freshman Orientation, chapel is held each Wednesday morning at 10:00 a.m. with all freshmen being required to attend.

It is felt that the total effect of the various chapel programs which are given throughout the year are a vital and positive factor in the life of each freshman student.

Each member of the faculty contributes to the success of this program by his presence and is to consider it a professional responsibility to attend.

Faculty and Staff Meetings

A meeting of the faculty and staff is held periodically. These meetings are devoted to matters of professional interest, announcements, and business affairs of concern to the College. Called meetings are held as circumstances may require such action.

It is an assigned responsibility for each member of the faculty and staff
to be present at these meetings.

**Academic Convocations**

All faculty members are expected to participate in all formal convocations of the College in academic regalia. The College Bookstore will order academic regalia, and deliver it at cost for faculty members who desire to purchase it. In most cases, for reasons of economy, a faculty member would do well to purchase his own robe, hood, and cap.

**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. He will insure that the person's responsibilities for the period of absence are appropriately met.

In the case of other emergencies or death in the family necessitating absence from the campus, a similar procedure should be followed.

In the case of planned absence to attend professional meetings or to perform other duties in connection with the College, arrangements should be made in advance with the Department Head and plans made for conducting the classes missed. In all instances of absence from work, the Dean of the College is to be given immediate notification.

**The College Calendar and School Terms**

The school year consists of two semesters of eighteen weeks each and a
summer term of eight weeks. The official academic schedule is published yearly by the Dean of the College and may be found in the Class Schedule Bulletins. A calendar of events is published each semester by the Dean of Students in an effort to coordinate all events involving students, faculty members, and college facilities.

**Library Services**

The libraries of the College include the Main Library; the Kentucky Library, a collection of special and rare Kentuckiana in the Kentucky Building; the Science Library in Thompson Hall, serving the Departments of Biology, Chemistry, and Physics; the Music Hall Collection, administered by the Department of Music; and the College High Library in the Training School. Together they contain approximately 125,000 volumes. In addition to the Kentuckiana material, collections of note are those on folklore and folk ballad, southern history, and art. Periodical holdings include many out-of-print titles. The Main Library is a designated depository for selected government publications.

The Main Library includes a Reading Room for Reference, a Reserve Room, a Periodical Room, a Teaching Materials Room, and a reading-study area on the third floor. Special services offered are provision to place books on reserve for special class use; instruction in the use of the library for individual classes, at the request of the professors; inter-library loan service and assistance in research, participation in the selection of books, both for
class needs and general purposes; and borrowing materials for a term unless such materials do not circulate outside the building or unless they become needed for special class assignments. All books should be returned, however, at the end of a semester and observance of regulations is respectfully requested.

The Director of Library Services, the Head Librarian, and the staff seek the cooperation of all faculty members in utilizing available facilities. A cordial invitation is given to visit the libraries and to discuss ways to improve services.

Audio-Visual Services

The Audio-Visual Center is located in Room 225 of Cherry Hall. The centralization of audio-visual equipment and materials enables each department and each instructor to utilize the complete resources as part of their instructional aids.

All films owned by the College, and those in the Third District Film Library, are available through the Audio-Visual Center, which also serves as a clearing house for other film rentals.

Request forms for use of these and other equipment or materials are available for the faculty.

Qualified operators may be scheduled for equipment use, or if the teacher desires to operate the equipment himself, special operating instructions are available. All teachers are urged to acquaint themselves with the teaching aids and services provided through the Center.

The Department of Education's Audio-Visual Laboratory is maintained in connection with the Audio-Visual Center.
BUSINESS SERVICES AND PERSONNEL POLICIES

Salary Checks

All regular faculty members are paid once each month. Salary checks should be called for at the Business Office.

Teacher Retirement

All faculty members are required to participate in the Kentucky Teachers Retirement Program. At present, the faculty member's contribution is five per cent of his gross salary with a matching contribution made by the Kentucky Teachers Retirement Fund. The contribution amount appears on the salary check in the "misc." block.

Social Security

All College personnel are required to participate in the Social Security Program. At present, the Social Security rate is 6 1/4 per cent on the first $4,800.00 earned in the calendar year. The individual pays 3 1/8 per cent and Western 3 1/8 per cent.

Group Insurance Plans

Blue Cross and Blue Shield insurance is available to employees of Western at a group premium rate. Kentucky Educational Association Group Insurance - a sick-and-accident plan - is also available. Both programs are optional. Consult the Business Office for details.

Travel

Each department has budgeted funds for travel. Authorization for travel
must be made by the Department Head before the trip is made. In the case of out-of-state travel, authorization must be secured at least two weeks in advance. Reimbursement for travel may be made at eight cents per mile for privately owned automobiles. The same good judgment used in handling of a faculty member's personal finances should be exercised in expenditures for meals and lodging. Regulations set a maximum of $13.00 per day for this purpose. A receipt for all items which exceed $2.00 must be submitted with the request for reimbursement.

**Faculty Teaching Load and Office Hours**

The normal teaching load is 15 hours. Two laboratory hours are counted as one regular teaching hour. Private music lessons and physical education activity courses are considered on a laboratory basis. Twenty-four laboratory hours constitute a full-time load. Forty music lessons of one-half hour each constitute a full-time load. No adjustments are made for number of preparations or for personal research (except for those with research grants). The teaching load is reduced by three hours for some faculty members engaged in duties that require an unusual amount of extra time. Department Heads have reduced loads (a reduction of three hours).

Each faculty member is expected to maintain regular office hours. The letter of employment sent to each new faculty member by the President of the College stipulates - "that you carry a normal work load of at least 15 hours per week and that you make yourself available to the institution for a minimum of an
additional 20 hours per week to be used as the College sees fit. Among the duties falling in the latter category are professional office hours, counseling and guidance of students as pertain to your teaching area, and special services which are the result of direct requests from the College.

"Regular attendance at the chapel assemblies and faculty meetings is interpreted by the College to be an assigned professional responsibility. That you will support this College by carrying out that responsibility, as well as by giving your active participation to all other College sponsored professional meetings, we have no doubt.

"The College reserves the right to use your services over a six-day week as is determined to be to the best interests of the College."

A schedule of classes and office hours is filed with the Dean of the College each semester, and also posted on the office door of the faculty member to enable students or others to arrange conferences and to make appointments. Faculty members are expected to keep this schedule current should changes in it be necessary. Inability to meet classes or to keep office hours should be reported to the Department Head and to the Dean of the College.

Textbooks, Purchases, Repairs, and Departmental Needs

Selection of textbooks and orders for departmental needs are the responsibility of the Head of the Department and are to be placed only through him. All Department Heads should avail themselves of the printed Regulations Governing
the Adoption of, and Changes Relative to, Textbooks as given on page.

Requests for supplies, equipment, and repairs are made through the Department Head to the Business Office.

Major purchases and repairs must be requested when the annual budget is being prepared by each department, usually in the spring of each year. The College is not responsible for any purchase made by faculty or staff members without prior approval and issuance of an official purchase order.

Use of College Stationery and Mailing Services

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

Tenure

Western Kentucky State College subscribes, without reservation, to the statement of principles of the Southern Association of Colleges and Schools. This statement of principles covers fully the philosophy of a sound-tenure program.

A comprehensive outline of Western’s tenure policy will be made a part of the faculty handbook upon the completion of the Institutional Self-Study
REGULATIONS GOVERNING THE ADOPTION OF AND CHANGES RELATIVE TO TEXTBOOKS AT WESTERN KENTUCKY STATE COLLEGE

1. All requests concerning adoption of, and changes relative to, textbooks should be submitted to the Committee by the Heads of the Departments concerned after consultation with the teachers offering the courses. The Manager of the Bookstore will order new texts following a change of textbooks only when the request is approved by the committee.

2. In all cases the Manager of the Bookstore should be notified well in advance of the date when the change in any textbook is to be made.

3. The Manager of the Bookstore should follow the recommendations of the Heads of the Departments regarding the number of texts needed for a term, semester, or year.

4. When textbooks are changed, the interest of students should be given every consideration.

5. Except in a case of emergency, no textbooks should be changed which have been in use for a period of fewer than three years and then only when there is clear-cut evidence that the text to be adopted is superior to the one that is being used.

6. Except in a case of emergency, no Head of a Department should request a change in textbooks during the first year of his administration.

7. Textbooks used in courses offered through correspondence study should usually be the same as those used in these courses when offered on the campus. There may be, however, a few cases in which the nature of the course offered by correspondence would necessitate a different textbook. This should be left to the Committee and the other persons concerned.

8. As a means of further integrating and unifying the work in the College and Training School divisions, it is desirable that proposed adoptions of or changes in, textbooks used by the teachers in the Training School be submitted to the Committee by the Director.

* These regulations are to be administered by the following committee appointed by the President: Dr. Raymond L. Cravens, Dean of the College, Chairman; Head of the Department concerned; Mr. James L. Hall, Manager of Bookstore; and Miss Margie Helm, Director of Library Services.
9. Reference books and other materials in the Libraries should be considered when change of textbook is authorized.

10. When textbooks are changed, consideration should be given to mimeographed materials being used in connection with the courses concerned.
Civic Opportunities

Faculty members are encouraged to participate to the fullest extent in all worthy community undertakings.

If faculty members are to be effective citizens in the community, they can give many tangible evidences of this effectiveness by competently meeting their civic and church opportunities and obligations.

Bowling Green has many fine churches with most denominations represented, each of which welcomes the Western Faculty.

Public Relations

Western has an office of Public Relations whose main function is to tell the people about the College by gathering and channeling news to the press, radio, and television; producing and distributing bulletins, pamphlets, folders and other informational publications; and providing direction and guidance to all public relations matters.

Public Relations is not, however, nor should it be, something which concerns only the Office of Public Relations. In a real sense, everyone connected with the College is a public relations representative of Western.

The manner in which the telephone is answered, promptness of answering letters, the way visitors are received - all of these affect public relations. Everyone working at Western is Western in the eyes of the public.

It is highly desirable that each faculty member keep the office of Public Relations informed of significant activities.
Faculty Membership in Professional Organizations

In past years, Western has consistently been a leader among institutions of higher education in membership in the Kentucky Education Association. This has been due to the strong conviction of the College that education in our state must be united at all levels through membership in this professional organization.

Each faculty member is urged to join the Kentucky Education Association. Many faculty members are also members of the National Education Association and other professional associations or societies in their fields of interest or specialization.

Traditional Faculty Social Functions

It is not possible to list all social activities and functions in which the faculty may participate. There are some, however, which have grown in tradition and are of interest to every member of the Western faculty and staff.

1. The Reception for New Faculty - This event is held soon after the opening of the fall term. It is to officially present the new members of the faculty and staff and is held in their honor.

2. Homecoming - Western's Homecoming is held each fall in connection with a football game. The Western faculty and student body are hosts to the many alumni and friends who return to the campus for this occasion. The culminating event is a reception held immediately after the football game in the Student Union Building.

3. The Annual Christmas Party and Wreath Lighting - The Christmas Season is officially opened on the Western Campus by the lighting of the Christmas Wreath atop Cherry Hall. This is followed by a Christmas Party for the faculty and students in the Student Union Building.

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IV. The Faculty Dinner - The annual faculty dinner for all members of
the faculty and staff and their wives or husbands is usually held in
March.

V. Western's Annual KEA Breakfast - This breakfast is held each spring,
at the Kentucky Education Association Convention in Louisville
Kentucky. Alumni, faculty, students, and friends have traditionally
made this event one of Western's greatest hours, reflecting the
great spirit which is so much a part of the College.

VI. The President's and Faculty Reception for Graduating Seniors and
Graduate Students - This reception is held in May and August to
honor those who are graduating.

VII. The Alumni Luncheon is held on the day of spring graduation. Each
faculty member is automatically considered an alumnus of Western
and is urged to attend.

VIII. The Annual Fish Fry - For many years Western has invited School
Superintendents and other educational leaders to the Western cam-
pus for an all-day conference and fish fry. This event is usually
held in July.

Faculty Dress

A faculty member is in a profession where his influence is felt in many
ways. He may determine standards which are set and tastes which are formed
among those with whom he comes in contact.

For this reason, he has a responsibility to demonstrate what is generally
accepted as good practice in his dress and personal grooming.

Consultant Services

The Western faculty is a resource frequently called upon for professional
services by educational groups, civic clubs, and organizations of various kinds.
It is felt that a faculty member can make a contribution to such groups and can render a service to the College by accepting such invitations that do not unduly interfere with his regular duties.

The In-Service Consultant employed jointly by the State Department of Education and the College does much to coordinate the utilization of faculty resources as consultant for in-service conferences.

In cases where consultant services, in-service meetings, or other important activities require absence from regular duties, the faculty member should work with his Department Head as described under Absence from Work, page

Faculty Recreation and Entertainment

The Faculty House is an attractive structure located at the rear of Cherry Hall. It is air-conditioned and comfortably furnished, providing excellent facilities for fellowship and recreation for the faculty and their wives or husbands.

The Community Concert Series provides Western faculty and students with excellent programs each season. Faculty members may purchase memberships at a reduced rate, and students may attend on their Activity Identification Card as a result of Western's participation in this fine program.

The Department of Music sponsors outstanding musical presentations which include special seasonal concerts. In addition, many faculty and student recitals are given throughout the year.
The Western Players presents a series of plays each year. In addition, the Bowling Green Community Players offers an opportunity to actively participate in stage productions which are given throughout the year.

The Department of Art has a gallery on the ground floor of Cherry Hall where a display is usually on exhibit.

The College library facilities, as well as an excellent public library, are available for recreational reading to the families of the faculty.

Faculty members are invited to use the facilities of the Department of Physical Education for recreational and conditioning purposes. The out-door swimming pool schedules a "faculty hour" during the summer session for use by the faculty and their families. There are nine surfaced tennis courts available for faculty use.

A faculty bowling league uses the excellent bowling facilities which are provided in the city as a commercial enterprise.

Two golf courses are open to members of the respective clubs, as well as a municipal course which may be used by anyone. A faculty golf tournament is held each summer.

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

The College has a limited number of rental housing units available to the faculty. Interested faculty members should direct their inquiry to the Office of the President.

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 leisurely make permanent arrangements.

Faculty members may find assistance in locating apartments, houses, or rooms by consulting the President's Outer Office. Files are kept available on housing facilities, and contacts are made with community agencies and property owners who may assist.

Department Heads will be happy to assist new staff members in finding suitable living quarters.

The Faculty Wives Club

The Western Faculty Wives Club was organized in 1927 and has continued since that date with the express purpose of promoting the best interest and welfare of the College.

In accordance with the Faculty Wives Club constitution, the wife of Western's President is the President of the Club. All other officers and committees are elected from the membership.
The club has rendered outstanding civic services on numerous occasions. Assistance has been given to many students and their wives through the efforts of the club.

Whenever the Faculty Wives Club can assist the College with activities such as Homecoming, receptions, serving on committees, or in other ways, the members have considered it a privilege to do so.

The club meets monthly from October to May and also provides many social opportunities throughout the year.

The wives of all members of the faculty and administrative staff are automatically enrolled as members of the Faculty Wives Club.

All members are encouraged conscientiously to enter into the club's program to the fullest extent, and the club is highly honored when membership is maintained by active participation.

Alumni Association

The Director of Placement Services and Alumni Affairs administers an active and effective program in alumni affairs.

Each member of the faculty and staff is automatically considered an alumnus of Western and will make a definite contribution by active participation in alumni activities.

College Heights Foundation, Incorporated

The College Heights Foundation was incorporated on July 17, 1923. It is
a tax-exempt foundation, administered by a 12-member Board of Directors.

The President of the College serves as president of the corporation. Its affairs are administered by an Executive Secretary-Treasurer.

The primary purpose of the College Heights Foundation is to provide assistance to worthy students through a carefully supervised loan program, to administer scholarships, to accept the responsibility of administering programs for the College which will enable deserving students to finance their educational programs when such need exists, and to aid the College in any other way possible.

The College Bookstore and the College Launderette are under the administration of the College Heights Foundation.

The office of the College Heights Foundation is located at the southwest corner of the Faculty House.
MISCELLANEOUS INFORMATION

Campus Security

The College Security Force consists of full-time men who are well-trained and have had extensive experience in security and law enforcement.

These men are under the direction of the Director of Buildings and Grounds, assigned to the following shifts:

1st Shift: 7 a.m. - 3 p.m.
2nd Shift: 3 p.m. - 11 p.m.
3rd Shift: 11 p.m. - 7 a.m.

They are trained to give courteous assistance to the faculty, students, and visitors and at the same time execute their duties in the supervision of parking and traffic as well as enforcement of regulations where necessary.

The Security Officer checks all buildings and grounds. He files a daily report on all matters which may jeopardize the safety or proper security of college property or personnel such as buildings or offices left unlocked, windows left open, lights left on, and parking or traffic violations.

Use of Buildings after Hours

At the end of the day, the faculty member should check and properly secure the portion of the building for which he is responsible.

A faculty member who is responsible for the unlocking of a building after hours should make certain that it is properly secured upon leaving.

Arrangements for use of a building for meetings or other special occasions

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may be made by scheduling its use with the President's Outer Office. The faculty member should be advised of the following regulations:

I. Students will not be permitted in classrooms or classroom buildings after normal daylight class hours unless they are under direct faculty supervision or unless they have in their possession written permission from the Head of the Department with the date and time specified.

II. In a building not normally open for evening classes, faculty members will be responsible for admitting students to the building and for securing the building after the students leave. Faculty members will be responsible for the demeanor of those students in a building with their permission.

III. The Director of Buildings and Grounds will supply Department Heads with an appropriate form on which they may give written permission to qualified students to be in a classroom building after hours.

Keys for the Faculty

All faculty members are urged to use the same rules of good judgment to insure security of keys to college buildings and to individual offices that would be used for one's own home or other personal property.

A key may be procured by a request to the Department Head, who in turn submits a written request to the Director of Buildings and Grounds.

In cases of emergency the Security Officer on duty has a key to each building and a campus-wide key bank is maintained at the Maintenance Service Building.

If employment at the College terminates or a faculty member is away on leave of absence, keys should be turned in to the Department Head, who will be responsible for returning them to the Maintenance Service Building.
Extension and Correspondence

The Department of Extension, located in Ogden Hall, administers the program of extended services of Western through a program of correspondence offerings and the establishment of a limited number of off-campus extension centers.

Sound educational practice, the educational philosophy of the College, College policies, and guidelines and regulations of professional and accrediting agencies have been considered in the organization and administration of these services.

Any faculty member who may have an interest in teaching an off-campus extension center should make it known to his Department Head, who will advise the Director of Extension.

The College Bookstore

The College Bookstore is located in the West Wing of Cherry Hall, ground level. This modern self-service store is operated by the College Heights Foundation for students, faculty, and staff. The Bookstore Manager and his personnel will be pleased to be of service to individual faculty members, but must adhere to College policy in the matter of textbook procurement.

Medical Services

The College Clinic is located on the first floor of the Training School. Student injuries, illnesses, or emergencies requiring medical attention should be referred to the clinic.
Food Services

The Director of Food Services, serving on the staff of the Business Office, is in charge of the Cafeteria, Snack Bar, and Western Grill. A limited number of banquets can be served by Food Services, arrangements for which must be made with the Director.

The faculty is cordially invited to use these facilities where excellent food is being served at nominal prices.

Postal Services

A branch of the U.S. Post Office is located on the lower level, West Wing, of Cherry Hall. Faculty members may rent private mail boxes or may receive mail through the general faculty mail service located in the President's Outer Office.

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
- 8:00 a.m. - 12:00 - Saturday

Outgoing mail leaves the post office twice daily, at 10:45 a.m. and 3:30 p.m. A special schedule is followed during holidays and vacation periods. This schedule will be posted on all bulletin boards and announced at Faculty Meetings.

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.
Student Advisory Council

The Student Advisory Council is composed of class presidents, the editors of the Talisman and of the College Heights Herald, and presidents or representatives from clubs and other special student organizations.

The Council functions in an advisory capacity to the President of the College, conducting studies on a wide range of matters pertaining to student activities and student welfare.

For additional information on student activities and student organizations the College catalog should be consulted.

Faculty Sponsorship of Student Organizations

A faculty member may be requested by the President or Dean of the College to serve as sponsor of certain organizations within the institution. Sponsorship of certain departmental organizations may be assigned by the Department Head. With this in mind, the faculty member may be in better position to respond to other requests for his services as a sponsor of student groups.

College Publications

The College Heights Herald is the student newspaper and is published each Wednesday during the regular academic year and one time during the summer session.

The Talisman is the official college yearbook.

Class Bulletins are published through the office of the Dean of the College for each semester and summer term. This bulletin con-
tains the College calendar, course offerings, and all other data pertaining to registration and class scheduling for the term.

The College Calendar of Events is prepared and distributed by the Dean of Students at the beginning of each semester in an effort to avoid conflicts in activities which involve students, faculty, and facilities.

Library Leaves is a quarterly circular distributed by the College Library listing recent additions to the library collection.

Voices is a literary magazine published by Western Writers as a means of presenting to the campus their work of merit.

Soliciting Funds on Campus

No solicitation of funds on the campus is permitted unless by a written approval granted by the President or the Business Office. It is requested that persons making such solicitations without authority be reported to either of these offices.

Secretarial Assistance and Mimeographing

Secretarial assistance to academic personnel is available in the President's Outer Office.

This assistance is provided for preparation of materials for class use and the preparation of official correspondence.

The College mimeographing service is also provided through this office.

Faculty Parking

Limited parking for faculty members is provided in the area adjacent to the Student Union Building and in the upper faculty parking lot.
The available spaces are not reserved for any individual but are on a first come - first served basis.

Official faculty parking permit stickers must be posted on the windshield of each car indicating the authority to use the faculty parking lot. These stickers are available through the office of the Dean of Students.

Lost and Found

The College Lost and Found is maintained in the Registrar's Office. All found articles should be left at that office, and inquiries should be directed to that source.

Smoking Regulations

In accordance with State fire and insurance regulations is a College policy that there be no smoking in classrooms, laboratories, or other areas as 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.

Western's Motto

"The Spirit Makes the Master"

Western's School Colors

Red and White
Western's Alma Mater

COLLEGE HEIGHTS

College Heights, on hill-top fair.

With beauty all thine own,
Lovely jewel far more rare
Than graces any throne!

College Heights, with living soul
And purpose strong and true,
Service ever is thy goal.

Thy spirit ever new.

College Heights, thy noble life
Shall e'er our pattern be,
Teaching us through joy and strife
to love humanity

Chorus

College Heights, we hail thee;

We shall never fail thee
Falter never - live forever.

Hail! Hail! Hail!
Western's Cheer Song

Stand up and cheer
Stand up and cheer for dear old Western
For today we raise the Red and White
above the rest, Rah, Rah, Rah.

Our boys are fighting,
They are bound to win this game,
We got the team, Rah, Rah,
We got the steam, Rah, Rah,

For this is dear old Western's day.

Western's Official Seal

Please see the front cover of this handbook.