



MEMORANDUM

To: Sue Ott Rowlands, Provost and Vice President for Academic Affairs
From: Matthew Zacate, Faculty Senate President
Re: Changes to the Faculty Handbook related to appointment of administrators with faculty rank as recommended by the Faculty Senate at its meeting of January 28, 2019
Date: January 31, ~~2018~~ 2019 MZ

During the 2018 spring semester, the Professional Concerns Committee (PCC) discussed policies and procedures related to the hiring of external candidates into administrative positions when those appointments involve granting of faculty rank. As a result of those discussions, the PCC recommended that the Faculty Senate approve a number of changes to the Faculty Handbook. Due to an oversight on my part, I did not bring this to the senate for its consideration until its meeting on December 14, 2018. The proposed changes to The Handbook were approved by the senate at the January 28, 2019 meeting.

I am appending the May 3, 2018 memo from the PCC to the senate, which details the approved changes. John Farrar and I are available to meet with you if you have any questions about the recommended changes. The PCC memo is 5 pages long (pages 2-6 of this memo).



[[Begin appended memo from the PCC]]

MEMORANDUM

To: Faculty Senate

From: PCC

Re: Appointment of Administrators With Faculty Rank: Proposed Faculty Handbook Amendments

Date: May 3, 2018

Following discussion and deliberation at our Meetings of April 5, 2018, April 19, 2018, and May 3, 2018, PCC recommends that Faculty Senate should approve the following amendments to the NKU Faculty Handbook. These amendments are needed to ensure that the academic qualifications of external candidates who are hired into the university faculty rank (and sometimes tenure) are commensurate with the faculty rank these candidates seek to obtain. On the following pages, we set forth a set of proposed amendments that are intended to accomplish that goal. These amendments would affect Sections 1.8, 1.9, and 2.10 of the current NKU Faculty Handbook, and would cross-reference (but not amend) Sections 1,2, 3, 5, and 16.12. For each of the three Handbook sections at issue, this Memorandum sets forth the current text of the Section, followed by the proposed amended version (with the proposed amendments underlined).



Current Text of Section 1.8:

1.8. ADMINISTRATORS WITH FACULTY RANK

1.8.1. FULL-TIME ADMINISTRATORS WITH ACADEMIC RANK

Full-time administrators with academic rank are members of the University administration who hold faculty rank in probationary or tenured positions. Such persons may be assigned teaching responsibilities. This provision is intended to encompass high-level administrators, e.g. the President, vice presidents, deans, and other similarly situated persons.

Proposed Amended Text of Section 1.8:

1.8. ADMINISTRATORS WITH FACULTY RANK

1.8.1. FULL-TIME ADMINISTRATORS WITH ACADEMIC RANK

Full-time administrators with academic rank are members of the University administration who hold faculty rank in probationary or tenured positions. Such persons may be assigned teaching responsibilities. This provision is intended to encompass high-level administrators, e.g. the President, vice presidents, deans, and other similarly situated persons.

The initial appointment of full-time administrators with academic rank shall be at the academic rank appropriate for the qualifications presented. Qualifications for academic rank shall be evaluated according to the criteria set forth in Sections 3 and 5 of this Handbook and the applicable departmental guidelines promulgated under Section 3.1 of this Handbook. These qualifications also apply to promotion in rank (see Section 1.9 Qualifications For Appointment To Rank. See also Section 16.12. Appropriate Terminal Degrees for Faculty).



Current Text of Section 1.9:

1.9. QUALIFICATIONS FOR APPOINTMENT TO RANK

The initial appointment of faculty shall be at the rank appropriate for the qualifications presented. These qualifications apply to promotion in rank (see Section 16.12. Appropriate Terminal Degrees for Faculty).

Proposed Amended Text of Section 1.8:

1.9. QUALIFICATIONS FOR APPOINTMENT TO RANK

The initial appointment of faculty, *including full-time administrators with academic rank*, shall be at the rank appropriate for the qualifications presented. These qualifications apply to promotion in rank (see Section 16.12. Appropriate Terminal Degrees for Faculty).



Current Text of Section 2.10:

2.10. FACULTY RECRUITMENT AND APPOINTMENT

The Office of the Provost annually issues updated faculty hiring guidelines. These guidelines, along with periodic training sessions, serve to standardize procedures for faculty hiring. The provisions of this Handbook govern all appointments of faculty. (See, e.g. Section 1, Definitions of Faculty Status, and Section 2, Faculty Appointments; and Section 16.12, Appropriate Terminal Degrees for Faculty.)

The decision to award credit for prior service will be negotiated at the time of the initial appointment between the candidate and the department chair in consultation with the department's Reappointment, Promotion, and Tenure Committee. All recommendations for prior service must receive approval of both the appropriate dean and the Provost, and must be transmitted in writing to all of the affected parties: candidate, department chair, RP&T Committee, appropriate dean, and the provost. Credit for prior service in a full-time, tenure-track appointment in the rank of instructor, assistant professor, or associate professor at an accredited, four-year institution of higher learning may be counted toward the normal six-year probationary period. The awarding of prior service does not alter the schedule of non-renewal: regardless of the amount of prior service awarded toward tenure, faculty members with two or fewer years of service at NKU are subject to the non-renewal schedule stated in Part One, Section 3.2. However, if circumstances warrant, the candidate may request in writing a renegotiation of credit for prior service. This request must be made within the first two years of the candidate's initial appointment and would require the recommendation of the RPT Committee, chair and dean and the approval of the provost.

Proposed Amended Text of Section 2.10:

2.10. FACULTY RECRUITMENT AND APPOINTMENT

The Office of the Provost annually issues updated faculty hiring guidelines. These guidelines, along with periodic training sessions, serve to standardize procedures for faculty hiring. The provisions of this Handbook govern all appointments of faculty, including appointments of administrators with academic rank. (See, e.g. Section 1, Definitions of Faculty Status, and Section 2, Faculty Appointments; and Section 16.12, Appropriate Terminal Degrees for Faculty.)

The decision to award academic rank, tenure, or credit for prior service will be negotiated at the time of the initial appointment between the candidate and the department chair in consultation with the department's Reappointment, Promotion, and Tenure Committee. All recommendations for academic rank, tenure, or credit for prior service must receive approval of both the appropriate dean and the Provost, and must be transmitted in writing to all of the affected parties: candidate, department chair, RP&T Committee, appropriate dean, and the provost. Credit for prior service in a full-time, tenure-track appointment in the rank of instructor, assistant professor, or associate professor at an accredited, four-



year institution of higher learning may be counted toward the normal six-year probationary period. The awarding of prior service does not alter the schedule of non-renewal: regardless of the amount of prior service awarded toward tenure, ***untenured*** faculty members with two or fewer years of service at NKU are subject to the non-renewal schedule stated in Part One, Section 3.2. However, if circumstances warrant, the candidate may request in writing a renegotiation of credit for prior service. This request must be made within the first two years of the candidate's initial appointment and would require the recommendation of the RPT Committee, chair and dean and the approval of the provost.

In the case of appointment of an administrator with academic rank, the decision to award academic rank and/or tenure will be negotiated prior to the time of the initial appointment between the candidate and the applicable hiring manager subsequent to the recommendation of the department's Reappointment, Promotion, and Tenure Committee. All recommendations for academic rank and/or tenure must receive approval of both the appropriate dean and the Provost and must be transmitted in writing to all of the affected parties: candidate, department chair, RP&T Committee, appropriate dean, and the provost.