

**FACULTY SENATE MEETING**  
**November 22, 2021**

**Members present:** Ryan Alverson, Kalyani Ankem, Jason Applegate, Janel Bloch, Tracey Bonner, David Childs, Suzannah Coaston, Christine Curran, Charlisa Daniels, John Farrar, Richard Fox, Kathleen Fuegen, Kebede Gemene, Steven Gores, Lisa Holden, Doug Hume, Christopher Lawrence, Kevin Lotz, Phil McCartney, Dana Ripley, Robert Salyer, Patrick Schultheis, Laura Sullivan, Jose Saavedra Torres, Kimberly Weir

**Members absent:** Rachel Banks, George Carpten, Michael Carrell, Ronnie Chamberlain, Rhonda Davis, Jacqueline Emerine, Irene Encarnacion, Brian Hackett, Tracy Hart, Stephen Johnson, Ken Katkin, Jennifer Kinsley, Kajsja Larson, Jitana Benton Lee, Chari Ramkumar, Sara Runge, Lynn Smith, Brittany Sorrell, Andrea Lambert South, Lynn Warner, Andrea Watkins

**Guests:** Matt Cecil (Provost), Grace Hiles (Faculty Senate Office), Emily Detmer-Goebel, Maureen Doyle, Jason Vest, Kim Yates, Brooke Buckley, Dolores White, Rob Zai, Alar Lipping, Erin Strome

**Call to Order, Adoption of Agenda**

The meeting was called to order by Senate President John Farrar at 3:08 pm with a quorum present.

The president is traveling and hopes to be available for the meeting soon after landing, so his report will be moved to later on in the agenda. Also, the president provided snacks today for the meeting.

**Approval of Minutes**

The minutes of the October 25, 2021 meeting were approved.

**Guest Reports:**

**Provost (Matt Cecil):**

- The provost apologized for not attending the meeting in person and explained that it was because his wife, son, and dogs are in town from Minnesota; he has not seen them for five months. His son shadowed a student in SOTA today and it was an excellent experience; he thanked SOTA for hosting him.
- While the provost appreciated the campus conversation on Hybrid last week, he does not think that the panelists quite captured the essence of NKU. NKU is already in an enviable position, starting the Hybrid U work from a position of strength, in that NKU already offers a mix of virtual and in person classes. A hybrid university does not mean that there is a complete shift to only one mode, all online courses; rather, it means that NKU is intentional in its approach. Each audience must be considered and then the format for each audience is determined. In his opinion, hyflex was not a good option and very difficult for faculty. No one is suggesting one format, though NKU does need to consider what new audiences can be gained and how we can improve the services we provide. It is understandable that some may think that additional work is being added with Success by Design (SBD)/Moon Shot/Hybrid U; however, these initiatives are intended to support how NKU can continuously improve and not intended to completely change what is in place or add to the work load.

- The provost thanked the faculty again for their hard work this semester, resiliency, and support in helping NKU students succeed. He wished everyone a restful Thanksgiving.
- In response to questions and concerns:
  - The present activity with the Student Success Hub is adjusting and adapting the salaries of the current advisors and directors of advisors. With the potential of losing some advisors, salary adjustments need to be addressed first. Then the search will begin for the ten new advisors – this search will be one cluster search.

#### **Officer Reports:**

- **Senate President** (John Farrar):
  - The Hybrid U work group has begun meeting, organizing and discussing the approach to their task. They plan to meet every two weeks.
  - Nominations for 2022-24 At-Large Senators and university committees (Peer Advisory, Peer Hearing, Complaint Process Advisory, and Financial Exigency Condition) closed on Friday. Elections should open after Thanksgiving.
  - A series of conversations with faculty are being planned on the upcoming program review.
  - The administrator evaluation process is complete, after being sent out to the administrators for their comments. The evaluations and comments were delivered to the appropriate administrators—provost, president, Board of Regents (BOR) – last week.
  - Several important conversations that need to occur include 300 level courses related to transfers, Moon Shot for Equity, and SBD. He is considering having a series of faculty conversations on these topics in the spring.
  - He completed suggested changes to the Faculty Senate Constitution. These are with the Elections Committee and then will be forwarded to PCC.
  - The BOR passed the proposed handbook changes on the RPT timeframe and on allowing tenured faculty on part-time appointments to apply for Faculty Development Awards (FDA).

#### **Committee Reports:**

- **University Curriculum Committee** (Richard Fox):
  - There is not a report from UCC today.
- **Budget** (Janel Bloch):
  - At their December 8 meeting, the committee will review the financial report that Mike Hales, Chief Financial Officer (CFO), recently presented to the BOR.
  - With the news that Mike Hales will be leaving NKU soon, Chair Bloch acknowledged how helpful he has been to her and the committee the last six years. He was consistently open with communication and responsive to all budget questions. She hopes that the good communication in this area continues.
  - Questions on online programs will be discussed and compiled at the next meeting.
- **Benefits** (Charlisa Daniels):
  - The FDA applications have been evaluated and will be forwarded to the provost; results will be known soon.

- A survey will be distributed soon to gather feedback on one's experience with annual benefits open enrollment.
- The president recently announced a new Paid Parental Leave benefit. This is not a full policy yet and Budget Chair Bloch is assisting the committee with how the interim benefit will advance through the official policy process.
- **Professional Concerns** (Kathleen Fuegen):
  - The committee recently discussed the RPT recommendation process and agreed that faculty should have the strongest voice in RPT decisions; however, it is the provost only who submits RPT recommendations to the BOR. Discussion included whether the BOR should have access to previous candidate recommendations, as well as concerns about candidate privacy and whether the board should be involved in academic matters. The committee decided not to take action on the issue at this time.
  - Another matter under review is whether NKU should adopt a procedure whereby faculty can request that certain student evaluation comments can be redacted, discriminatory comments, for example. Other institutions have similar procedures in places. Chair Fuegen decided to form a subcommittee on this topic to be chaired by Holly Riffe.
  - Also under discussion is the revision of the dual enrollment policy related to School-Based Scholars. These high school students are able to take NKU courses at their respective high schools. Committee thoughts are centering on how students are selected to participate in the courses, that some students are not adequately prepared for the courses, and how some students are able to get an easy A. In addition, the 7-week format may not be appropriate for high school students.
  - The committee is also reviewing the handbook section on grievances. There are some minor editing changes to be made, and larger issues to be discussed on who can serve on the grievance committees and how conflicts of interest are addressed.
- **TEEC** (Chris Lawrence):
  - The committee met with a representative from Watermark to learn about their course evaluation software package. They hope to schedule a meeting with another vendor in the coming weeks
- **General Education** (Kimberly Weir):
  - There is not a report from Gen Ed today.

**New Business:**

- Discussion Item: From PCC, Update to Appendix A of the Handbook to reflect BOR approved change to the "Administrators Returning to Faculty" policy. (2 attachments)
  - The BOR recently approved the policy on administrators returning to the faculty. PCC voted to replace the outdated policy in the handbook with the new BOR approved policy. This discussion now concerns whether to replace the current Policy on Administrators Returning to Faculty Senate, Appendix A, in the Faculty Handbook with the newly revised and approved BOR policy.
  - This issue will be voted on at the December 17 Senate meeting.
- Discussion Item: From PCC, Revision to Handbook Sections 5.1.2 and 5.1.3, regarding promotion to Associate Professor and Professor. Replace "continuing" with "continued." (1 attachment)

- Another handbook issue are the expectations in the promotion process from associate professor and professor, and the language used, specifically the word “continuing” in reference to scholarly and creative activity and institutional and public service. “Continuing” could be interpreted to mean that scholarly and creative activity would continue unabated after promotion and it also may disadvantage faculty nearing retirement age or someone who pauses activities for administrative duties. PCC voted to replace “continuing” with “continued” to clarify that when faculty go up for RPT or full professor that RPT committees evaluate the candidate’s record to date, not on expectations of how the faculty may perform in the future.
  - A senator asked if PCC discussed simply eliminating the word “continuing.” Chair Fuegen said that was discussed but it did not gain much traction in the committee.
- This issue will be voted on at the December 17 Senate meeting.

### **Announcements**

- Senate President Farrar thanked the faculty for the work being done and acknowledged that we have weathered a difficult time fairly well. He wished everyone a good Thanksgiving and a relaxing break.

### **Adjournment**

The meeting was adjourned at 3:53 pm.

Respectfully submitted,

Laura A. Sullivan  
Secretary

## PROMOTION

### 5.1 QUALIFICATIONS

In order to be promoted to a particular rank, the person seeking promotion must meet the requirements set forth in the sections that follow. In evaluating teaching effectiveness, scholarly and creative activity, and institutional and public service, the criteria established in Section 3, Evaluation, shall be applied.

#### 5.1.1. PROMOTION TO ASSISTANT PROFESSOR

A person who is appointed as instructor and who completes the appropriate terminal degree as set forth in the initial contract of appointment and who is making satisfactory progress toward grant of tenure may be promoted to assistant professor effective with the next academic year (see Section 1.9.2., Assistant Professor).

#### 5.1.2. PROMOTION TO ASSOCIATE PROFESSOR

A candidate for promotion to associate professor must hold an appropriate terminal degree, and must, in order of importance, be judged effective, as shown by appropriate evidence, in teaching, in ~~continuing-continued~~ scholarly and creative activity, and in ~~continuing-continued~~ institutional and public service.

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#### 5.1.3. PROMOTION TO PROFESSOR

A candidate for promotion to professor must hold the appropriate terminal degree. In order of importance, the candidate must be judged very effective (as shown by appropriate evidence) in teaching, in ~~continuing-continued~~ high-quality scholarly and creative activity, and in ~~continuing-continued~~ significant institutional and public service, and must have attained professional recognition at the regional, national, or international level.

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### 5.2. CRITERIA AND PROCEDURES

The criteria and procedures specified in Section 3, Evaluation, apply to applications for promotion.

# **ADMINISTRATORS RETURNING TO FACULTY STATUS**

**POLICY NUMBER:** ACAD-ADMINRETURNTOFAC

**POLICY TYPE:** ACADEMIC (NON-RESEARCH)

**RESPONSIBLE OFFICIAL TITLE:** PRESIDENT OF THE UNIVERSITY

**RESPONSIBLE OFFICE:** EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS & PROVOST

**EFFECTIVE DATE:** UPON BOARD OF REGENTS APPROVAL

**NEXT REVIEW DATE:** BOARD OF REGENTS APPROVAL PLUS FOUR YEARS –

**SUPERSEDES POLICY DATED:** 10/29/1992 – FORMERLY ADMINISTRATIVE REG. AR-II-2.0-3

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):

PRESIDENTIAL REPORT (INFORMATION ONLY)

## **I. POLICY STATEMENT**

Administrators (see Definitions in Section III) with faculty tenure who are not covered by the Faculty or Department Chair Handbook or contract may return to faculty status by resigning their position and having it accepted by the appropriate Vice President or the President in the case of Vice Presidents. The following conditions apply:

1. An Administrator may return to faculty status at a salary based on the Administrator's academic and administrative experience, accomplishments, expertise, academic rank and standing in the discipline and the functions the Administrator will be expected to perform upon return to the faculty. In addition, the Administrator's salary will be within the salary range of faculty of the same rank in the Administrator's department/school and shall typically be no higher than the highest faculty salary in that department/school. Subsequent salary increases shall be based on annual performance evaluation as provided for in the Faculty Handbook. The individual's contract will be written for a nine (9)-month period (if on an academic year appointment) and be subject to the recommendation of the Provost and approval by the President.
2. If an Administrator has at least five (5) years of service at the University as an Administrator, the Administrator will be granted a one-semester paid leave to prepare for the faculty role. A description of the proposed work to be completed during the leave will be required to receive this leave, followed by a report on the work to be submitted to the Provost, or the President in the case of Vice Presidents, upon return to the University. The paid leave will be at the faculty salary determined in accordance with item 1 above.
3. Any unused vacation days will be calculated and paid to the Administrator at the date of the last working day in an administrative capacity.

An Administrator who has served in such capacity at the University for more than ten (10) years may be granted a full year of paid leave, and the conditions in items 2 and 3 above will apply.

Any Administrator who receives paid leave after returning to the faculty must reimburse the University for the leave if the Administrator does not remain in a faculty position within the University for at least one (1) year.

## II. ENTITIES AFFECTED

Administrators, Faculty

## III. DEFINITIONS

The following definitions (as stated in the [Employment Category Definitions policy](#)) apply.

**Executive:** The President, Provost, and all others who regularly serve as members of the President's Cabinet. The President may specifically designate an appointment in special situations.

**Administrator:** The head of a major organizational unit within the university, including Deans. For some reports and other specific purposes, Administrators also include Executives.

**Faculty:** Positions with formal academic appointments and other positions designated by the President/Provost. Employees in this category are primarily engaged in teaching and research. Examples include Associate or Assistant Deans, Department Chairs, Librarians, and full- and part-time faculty members.

## IV. REFERENCES AND RELATED MATERIALS

### REFERENCES & FORMS

Faculty Handbook - <https://www.nku.edu/academicaffairs/resources/faculty/handbook.html>

Department Chair Handbook - <https://www.nku.edu/academicaffairs/resources/faculty/handbook.html>

### RELATED POLICIES

Employment Category Definitions:


<https://inside.nku.edu/content/dam/policy/docs/Policies/EmploymentCategoryDefinitions.pdf>

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision	
Policy – Formerly Administrative Regulation AR-II-2.0-3	October 29, 1992

# ADMINISTRATORS RETURNING TO FACULTY STATUS

## PRESIDENTIAL APPROVAL

<b>PRESIDENT</b>		
Signature		Date 8/3/21
Ashish K. Vaidya		

## BOARD OF REGENTS APPROVAL

<b>BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)</b>
<input type="checkbox"/> This policy was forwarded to the Board of Regents on the <b>Presidential Report (information only)</b> . Date of Board of Regents meeting at which this policy was reported: ____/____/____.
<input type="checkbox"/> This policy was forwarded to the Board of Regents as a <b>Presidential Recommendation (consent agenda/voting item)</b> .
<input type="checkbox"/> The Board of Regents approved this policy on ____/____/____. (Attach a copy of Board of Regents meeting minutes showing approval of policy.)
<input type="checkbox"/> The Board of Regents rejected this policy on ____/____/____. (Attach a copy of Board of Regents meeting minutes showing rejection of policy.)
<b>VICE PRESIDENT AND CHIEF STRATEGY OFFICER</b>
Signature _____ Date _____
Bonita J. Brown