

FACULTY SENATE MEETING
September 26, 2022

Members present: Ryan Alverson, Terrance Anderson, Rachael Banks, Janel Bloch, Carole Cangioni, George Carpten, Michael Carrell, David Childs, Christine Curran, Michael DiCicco, Irene Encarnacion, John Farrar, Richard Fox, Kathleen Fuegen, Steven Gores, Lisa Holden, Doug Hume, Stephen Johnson, Boshra Karimi, Ken Katkin, Edward Kwon, Kajsa Larson, Christopher Lawrence, Kevin Lotz, Phil McCartney, Chari Ramkumar, Robert Salyer, Patrick Schultheis, Andrea Lambert South, Laura Sullivan, Zach Wells, Dolores White, Darren Wilson

Members absent: Kalyani Ankem, Jason Applegate, Tracey Bonner, Joseph Cress, Olu Ekundayo, Jacqueline Emerine, William Herzog, Jennifer Kinsley, Jessica Kratzer, Isabelle Lagadic, Michael Providenti, Brittany Sorrell, Kimberly Yates

Guests: Michael Baranowski (Faculty Regent), Steve Slone (Staff Congress Representative), Jaelynn Gentry (SGA Representative), Grace Hiles (Faculty Senate Office), David Agard, Madison Garrott, Alyssa Mathews, Debbie Kirch, Bob Alston, Dan Ginn, Nancy Campbell, Sara Conwell, Alar Lipping, Greg Hatchett, Emily Detmer-Goebel, Suk-hee Kim, Erin Strome, Dirk Grupe, Diana McGill

Call to Order, Adoption of Agenda

The meeting was called to order by Senate President John Farrar at 3:04 pm with a quorum present. The agenda was adopted without additions or corrections.

Approval of Minutes

The minutes of August 29, 2022 were approved.

Guest Reports:

- **President (Ashish Vaidya):**
 - He presented concerning news about the budget, as a result of enrollment trends, institutional aid issues, and instructional costs having risen more rapidly than revenues. It is not yet clear how this occurred, although contributing factors likely include a focus and priority on retention and career/community pillars, the pension/KERS exit, and the aftermath of a pandemic. With experience in leading through challenges both at NKU and previous institutions, he is committed to a repositioning plan with the help and input of faculty and staff. There will be a campus Town Hall on the issue; details will be distributed in the next day or two.
 - In response to questions, comments, and concerns:
 - There has been a significant drop in enrollment, compared to last fall. This was a surprise since, even as recently as July, the enrollment prediction looked healthy. It appears anxiety and other mental health issues, were a factor in students dropping.
 - There has been a market shift which, while challenging, will also create opportunities with the repositioning.
 - He acknowledged that a budget Innovation Challenge was a good idea, as well as other senator suggestions - the need for input from everyone on campus in

response to the budget condition, and that the Financial Exigency Committee could also be called together due to this situation.

- He does not yet know the exact deficit figure.
- As to whether Athletics is on the table for potential cuts, that has yet to be determined. All aspects of NKU's operations and services will be examined in regard to short and long term consequences.

- **Provost (Matt Cecil):**

- Fifty small group listening meetings on the budget have been scheduled in October starting on the 10th; some will be via sign-up and others walk-in. The scope of the problem will be laid out at a Finance Town Hall on October 6. He welcomes ideas to help solve the problem, as the process to recalibrate the budget will be very difficult and disruptive.
- There is a five million dollar shortfall in tuition.
- He thanked Dale Stephenson, outgoing dean of the college of Health and Human Services, for his service. Dean Stephenson will retire January 1. Diana McGill, dean of the College of Arts & Sciences, and Trina Cossin, chair of Allied Health, will co-chair a search for an interim dean to be chosen from internal candidates. He hopes the process will be complete by the end of October to allow for a smooth transition.
- In response to questions, comments, and concerns:
 - The University of Cincinnati is in a different category of institution than NKU. They made a change, which accounts for the school's largest enrollment in history, which was to admit more marginal students. He questions this tactic and does not believe NKU should compare itself to them. NKU must look at our market and do a better job of targeting students.
 - Accelerated Programs (AP) will be reviewed in light of the budget situation; everything is on the table.

- **Faculty Regent (Michael Baranowski):**

- The Board of Regents (BOR) met last week and the conversation at the dinner the night before was on the budget. This is an engaged Board who works well with the president and his team.
- NKU is still considering whether they should be a charter school authorizer. The subcommittee discussing this, of which he is a member, will make a recommendation for the next BOR meeting in November.

- **Staff Congress Representative (Steve Slone):**

- The Outreach Committee is looking to create a database of organizations in which staff and faculty participate. They will be reaching out to current Staff Congress members as a start and identify gaps or areas of opportunity.
- Staff Congress is having discussions around the Commuter Meal Plan, which seems to be a tripwire/barrier to many students, including adult learners. Questions/concerns stem from:
 - Students are unable to use vending machines using these funds.
 - Dining services are unavailable to adult learners taking courses in evening/weekend.
 - Where does the money go if not used?
 - Funds do not carry over into the summer semester.

- October is Sustainability Month. Tiffany Budd is planning events during the month, so please check out Sustainability's website for more information.
 - Staff Congress is continuing their drive to benefit FUEL NKU. An email was sent to campus listing items that are currently needed. Items can be placed in bins that are located in various buildings across campus.
 - He introduced Sara Conwell who is a member of the Outreach Committee. She may fill in as the Staff Congress representative at future Senate meetings.
- **SGA Representative** (Jaelynn Gentry):
 - There are currently three vacant Board positions. She asked senators to let her know if they have any student recommendations for those spots.
 - **"Help A Norse" overview** (Bob Alston, Assistant Dean of Students):
 - Dr. Alston provided a PowerPoint presentation (see attached) on "Help A Norse," which supports NKU's Coordinated Care model. This will streamline practices that support students.
 - **Observer Access in Canvas for Athletics' Advisors** (Alyssa Mathews, Madison Garrott, Debbie Kirch, David Agard):
 - Athletics' academic advisors, Alyssa and Madison, made a PowerPoint presentation (see attached) on observer access in Canvas as a way to assist and monitor student athletes. Pros and cons were given. Feedback was requested from senators and their departments.
 - In response to questions, comments, and concerns:
 - Confidentiality is already addressed as athletes sign a FERPA release form.
 - A timeframe has not been established for implementation, although a target date is the end of spring semester.
 - A professor would have to opt-in to allow observer access; however, they are interested in feedback on this issue from faculty to determine the preference of opting-in or opting-out.
 - **Young Scholar's Academy** (Dan Ginn, Director):
 - Dan Ginn, recently appointed director of the Young Scholar's Academy, and his staff of two work with high schools (parents/students) and NKU faculty who teach these students who earn college credit. There are 214 Young Scholars in every single school and department on campus. If there are questions about the program at any time, please feel free to get in touch with him.

Officer Reports:

- **Senate President** (John Farrar):
 - The budget has been the focus of many discussions this month. There is work to do and Senate will be a part of that work.

Secretary (Laura Sullivan):

- No report.

Faculty Advocate (Phil McCartney):

- No report.

Committee Reports:

- **University Curriculum Committee** (Richard Fox):
 - The committee's recent meeting primarily consisted of talking about the Focus. Rudy Garns, director of Integrative Studies, wanted to modify the definition to include 12 advanced hours of an approved major or minor. However, the committee discovered this would not work well because a Focus could be taken in some disciplines which included too many courses in other disciplines, such as a Focus in German that contained no German courses. Rudy was asked by the chair if he could update his program's requirements rather than change the Focus itself. The committee still plans to discuss options for a multidisciplinary Focus as well as remove the three Foci that are in the catalog.
 - There were only a few curricular proposals to approve, but more are expected next month.

- **Budget** (Janel Bloch):
 - The committee's first meeting was last week. The new Vice President of Administration and Finance (VPAF)/CFO, Jeremy Alltop, and the provost gave budget updates and addressed questions. VPAF/CFO Alltop addressed the issue of parking and Lori Southwood, Chief Human Resources Officer, provided details on the faculty/staff waiver. The committee also compiled a list of questions/concerns from committee members, which were submitted to the VPAF and the provost for consideration in preparation for the October 6 budget forum.

- **Benefits** (Mike DiCicco):
 - The committee met last month. The annual Faculty Development Award (FDA) workshops have taken place; they were sparsely attended and the interest for the awards seems low. Subcommittees are being finalized for application review.

- **Professional Concerns** (Kathleen Fuegen):
 - The committee discussed problems associated with the grade submission deadline for 7-week courses. These courses end on a Friday, and grades are due the following Tuesday at 9am. The tight deadline may affect the types of assignments given in these courses. Students do not see their final assignment grade before seeing their final course grade. There is no time to deal with corrupted files submitted on the last day of class. PCC has proposed extending the grade submission deadline by 48 hours. The Registrar is willing to extend the deadline by 24 hours but is concerned about whether students will have enough time to change their course schedule before the beginning of the following term. The provost is seeking additional feedback about the burden placed on faculty and the needs of students enrolled in 7-week courses.
 - A second issue discussed was whether to include language in the Faculty Handbook that explicitly states that conversations between faculty members and the Faculty Advocate regarding reappointment, promotion, and tenure matters and performance review are confidential. The Faculty Advocate (FA) meets with faculty to address concerns. The FA wants to make it clear that faculty can discuss APR and RPT issues with the FA without violating confidentiality rules. The Senate Constitution says these discussions are confidential. However, this is not addressed in the Handbook where faculty would most likely look. At the next meeting, the committee will discuss adding language regarding

confidentiality to those sections of the Handbook that address performance review; reappointment, promotion, and tenure; and grievances.

- Finally, the committee discussed whether a person should not be permitted to serve on an RPT committee if their spouse is submitting a dossier for reappointment, promotion, or tenure. Currently there is no specific language in the Handbook barring someone from serving on their spouse's RPT committee. It has been suggested that this should be made explicit in the Handbook. There was agreement that such language should be included in the Handbook. Possible additions to the Handbook will be addressed at the next meeting.
- **TEEC (Chris Lawrence):**
 - TEEC continues to work with Explorance to prepare for the launch of the new course evaluation system. The committee is reviewing the size of the question bank and compiling a list of terms to use with text analytics in the new software.
- **General Education Committee (Andrea Brooks):**
 - The committee has held two meetings so far this year.
 - At the first meeting, the GEC passed a motion to pause new course proposals for the year. There was much discussion in favor of this motion. Several new courses were added to the program at the end of last year – for this year. There was general agreement that the committee will focus this year on making the program that we have as strong as we can. Focus will be on two areas – one is communication and perception of the general education curriculum especially from the student perspective; the other focus is on professional development with general education instructors. This work will be shared between two subcommittees. Other projects are on the committee's agenda for the year, including a syllabi review, but that won't happen until the spring.
 - Tonya Krouse spoke at the last meeting to answer questions about the STAR program, which is a pilot pathway through general education with a focus on humanities. The program relies on existing general education courses – it is not a proposal for new Gen Ed courses. The committee will be keeping an eye on this year and staying informed as that progresses.
 - The committee's next meeting is a week from today.

New Business (John Farrar):

- Discussion item, proposed amendments to the Faculty Senate Constitution (2 attachments)
 - He has been working on changes to the Constitution in order to clarify a number of sections, including that of the Elections Committee, in light of the issue that developed with the FA election last spring. Another area that has generated questions is the way in which faculty are determined to be faculty, which has been defined as those who spend 25% or less of their time in an administrative appointment. Also, a change is being proposed for part-time faculty to be voting members of Senate.
 - These, and other proposed changes, can be further discussed at the October meeting.
 - Discussion followed regarding the pros and cons of including part-time faculty on Senate.

Old Business (John Farrar):

- The Academics and Admissions Policy Committee, 2022-2023, members are: Dolores White (CHHS), Rick Boyce (CAS), Mike DiCicco (COE), Awad Mussa (COI), Sandra Spataro (COB). Alexis Miller (PCC, non-voting), Sara Runge (UCC, non-voting).
- Nominations are still needed from COE and Chase for the Elections Committee, 2022-2023. Other members are: Greg Hatchett (COHHS, Chair), Mike Waters (CAS), Susan Brudvig (COI), Bob Russ (COB). Need nominations from COE and Chase.

Announcements (John Farrar):

- Norse Appreciation faculty recognition for September are: Amanda Kilmer, Beth Hickey, Boshra Karimi, Eric Jackson, Jeffrey Zimmerman, Joetta Browning, Julie Hart, Karen Miller, Nick Bonner, Shawn Nordheim, and Traci Freeman.

Adjournment

The meeting was adjourned at 5:11 pm.

Respectfully submitted,

Laura A. Sullivan
Secretary

CONSTITUTION OF THE FACULTY SENATE NORTHERN KENTUCKY UNIVERSITY

- approved by the Faculty Senate on November 28, 2016 -
- approved by the General Faculty on January 23, 2017 -
- approved by the Board of Regents on March 15, 2017 -

ARTICLE I. FUNCTIONS AND PURPOSES

- A. The Faculty Senate is the official representative body of the General Faculty of Northern Kentucky University.
- B. The purposes of the Faculty Senate are to:
- 1) Provide a forum for the faculty to propose policy and to discuss all matters relating to the wellbeing of the University.
 - 2) Allow the faculty to participate effectively in the enactment of university policies.
 - 3) Conduct studies deemed essential to the progress of the University.
 - 4) Evaluate university policies, programs, and practices and recommend such improvements as seem warranted.
- C. As the representative of the General Faculty, the Senate shall be a counselor to the University president in matters of faculty concern. When the University president disagrees with a recommendation of the Senate, ~~he/she may request~~ the Senate may be requested to reconsider its decision at its next regular meeting or at a special meeting called for that purpose. The University president or ~~his/her~~ designee shall provide the Senate with the reasons for ~~the his/her~~ disagreement. The Senate shall reconsider its decision, giving due weight to the University president's reasons. If the Senate and University president cannot agree, the University President, at the request of the Senate, shall report the Senate's views to the Board of Regents.

ARTICLE II. POWERS

- A. The General Faculty assembled in meeting has all powers necessary to implement the functions enumerated in ARTICLE I.
- B. All powers of the General Faculty are exercised through the Faculty Senate, except as limited by ARTICLE VIII, B and H.

ARTICLE III. MEMBERSHIP

- A. The General Faculty shall consist of all tenured ~~and~~ tenure-track faculty, ~~-~~ and full-time, non-tenure track renewable faculty. Full-time librarians employed in faculty positions are part of the General Faculty.
- B. For the purpose of election to, and service on, the Faculty Senate, ~~the~~ Faculty is

defined as General Faculty who spend 25% or less of their time in an administrative appointment and who have held a faculty appointment for at least one academic year before assuming a Senate seat.

C. Part-time faculty may have three at-large voting members of the Faculty Senate elected from nominees of current part-time faculty. Part-time faculty with one academic year of service are eligible for election to Faculty Senate. Election to Faculty Senate is not a guarantee of continuing employment.

D.

~~E.~~ All questions of eligibility for the senate membership shall be resolved by the Executive Committee of the Faculty Senate.

Commented [JF1]: Include Adjunct here also? According to the Handbook, technically adjunct faculty are paid more than 50% by non-University funds. PT does not equal adjunct, though that is the common vernacular.

Commented [JF2]: Three is a more or less random number. It gives a voice, but not much real power. I looked into trying to be representative (by college for instance), but couldn't come up with anything that made sense to me.

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ARTICLE IV. ELECTION OF MEMBERS

A. All members of the General Faculty are eligible to vote in Faculty Senate elections.

~~A.~~

B. Members of the Faculty Senate shall be elected as follows:

1) The Senate consists of representatives from each department, ~~and~~ at-large representatives of the colleges and schools, and at-large representatives of part-time faculty. (In further descriptions, any reference to ~~college department~~ shall also refer to *school*.) For election purposes, Learning PLUS, First Year Programs, and Honors shall be considered a single department not affiliated with a college ~~or school~~. The Steely Library faculty shall be given the same status as a college for voting purposes. The College of Law, including the Law Library, shall be considered an academic college. It shall be entitled to one Senator plus additional Senators as determined by the Executive Committee. Any ~~p~~Professional ~~c~~Colleges which may be added to the University in the future shall be treated in a similar fashion. Graduate Programs shall be entitled to one Senator, chosen by a vote of the graduate faculty in an election conducted by the Graduate Council. Only full-time faculty who have taught at least one graduate course in the preceding two semesters are eligible to serve as the Graduate Programs representative.

2) The number of at-large Senators from each college shall be proportional to the General Faculty~~total faculty~~ as determined by the Executive Committee by September 15th of each year based on the Fall Semester faculty roster. For purposes of calculating numbers of Senators, only faculty eligible to vote for Senators shall be counted. Department Senators shall make up 2/3 of the Senate and shall be seated immediately upon the formation of a new academic department for their specified term of office. The total number of at-large Senators shall be adjusted to make-up 1/3 of the Senate and shall be elected in the normal elections cycle. Deviations from the 2/3 department, 1/3 at-large representational ratio shall be corrected through the normal elections cycle.

- 3) Within each college, every department or school elects one Senator. Eligible colleges elect additional Senators to fill out their allocations of at-large Senators.
- 4) All Senators shall serve for two-year terms, with approximately one-half being elected each year. The term of office shall run from July 1st through June 30th.
- 5) Election of faculty Senators other than those elected by departments shall be presided over by the Elections Committee of the Faculty Senate.

6) By no later than the tenth week of the Fall semester, those departments whose Senator's term shall expire on June 30th ~~of the next calendar year~~ shall elect, ~~from those not already elected to the Faculty Senate,~~ a representative from among their faculty. One may not serve concurrently as both an at-large Senator and as a departmental Senator.

7) By no later than the twelfth week of the Fall semester, the Elections Committee shall provide all eligible faculty members with ballots listing those faculty members within their college who, in writing, have consented to stand for election to the Faculty Senate as an at-large Senator. Each eligible faculty member may vote for as many candidates as there are available seats in ~~his/her~~ their college. The Elections Committee shall tabulate the ballots and submit the results to the Faculty Senate by the December meeting of the Faculty Senate.

8) ~~All newly elected senators shall assume office on July 1st.~~ Vacancies

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a) Vacancies of one semester or more in departments shall be filled by a vote of the ~~ir~~ respective faculty. Notification of the results shall be made in writing to the president of the Faculty Senate.

b) Vacancies of one semester or more in at-large ~~positions or part-time~~ Senators shall be filled from the election results of the most recent election ~~of~~ that respective constituency college. In case of a tie the selection shall be by a coin flip conducted by the Chair of the Elections Committee in the presence of the tied candidates. If no candidates are available from that ~~college constituency,~~ then the position shall remain vacant until the next regular election.

c) Vacancies of less than one semester shall be filled by the absent Senator appointing an alternate with consultation of the president of the Faculty Senate. This alternate must be a full-time faculty member from the same constituency the absent Senator was elected to represent.

~~d) Vacancies of one semester or more shall be filled through a special election.~~

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ARTICLE V. OFFICERS

- A. The Officers of the Faculty Senate shall be the President, Vice President, Secretary, Faculty Advocate, and the Chairpersons of all standing committees elected as provided herein. The Vice President shall serve as presiding officer in the absence of the President.
- B. Ex Officio, non-voting Officers of the Faculty Senate shall be the Faculty Regent, Parliamentarian, and Chairperson of the Graduate Council. Other Officers, if not serving as a Senator, shall have a vote in Senate.
- C. The Officers of the Faculty Senate shall serve in their respective positions as the officers of the General Faculty.

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~~D.~~ Officers serve at the pleasure of the Faculty Senate. An officer may be removed by a two-thirds vote of Senators present and voting. Any vacancy created by the removal or resignation of an officer should be filled by special election of the Faculty Senate.

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D.

E. The President of the Faculty Senate shall serve as the Grand Marshall of the University. The Chase College of Law selects its own Grand Marshall.

F. The President of the Faculty Senate, upon assumption of office, shall serve as representative of the General Faculty to the Senate. The departmental, independent program, or college membership vacancy created shall be filled in accordance with Article IV, ~~section C.B.1-~~

F.G. ~~All full-time, tenured faculty are eligible to run for the position of Faculty Advocate.~~

ARTICLE VI. ELECTION OF OFFICERS

A. Before the first meeting of the Spring Semester, the incumbent President of the Faculty Senate shall call ~~and preside at~~ a special session with the sole purpose to elect Faculty Senate officers, except the Faculty Advocate, for the next session beginning on July 1. All Senators serving in the next session, including newly elected Senators and those whose terms do not expire at the end of the current Senate session are eligible to vote. The Elections Committee will conduct and preside over the election. ~~of the newly elected senators and senators whose terms do not expire at the end of the current Senate session. The purpose of this special meeting is to elect Faculty Senate officers for the next session.~~ Nominations may be submitted to the incumbent President of the Faculty Senate prior to the special meeting or may be made from the floor during the meeting. Terms of office shall be for one year. ~~A session for the Faculty Senate and its officers begins on July 1st.~~ Officers must meet the Senate membership requirements as specified in ARTICLE III, but do not have to be Senators.

B. ~~Before the final meeting of~~ During the Spring Semester and before the final meeting of the Senate, the Elections Committee shall conduct an election of the General Faculty to choose the Faculty Advocate for the following year. The Elections Committee shall issue a call for nominations at least one month before the election. All full-time, tenured faculty are eligible to run for the position of Faculty Advocate.

ARTICLE VII. COMMITTEES

There shall be seven standing committees of the Faculty Senate: the Executive Committee; the Budget Committee; the University Curriculum Committee; the Faculty Benefits Committee; the Teaching Enhancement and Effectiveness Committee; the Professional Concerns Committee; and the General Education Committee. ~~Departments and Colleges shall determine which faculty serve on these standing committees.~~

A. The Budget Committee, University Curriculum Committee, Faculty Benefits Committee, and Professional Concerns Committee ~~may~~ include one ~~elected~~

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representative from each academic department or school, or independent program elected by the faculty of the department or school. Independent academic programs may, upon approval of the Executive Committee, elect an additional representative to the University Curriculum Committee, not already represented by a senator.

Commented [JF5]: To allow program-level representation on the UCC due to the unique nature of curricula.

B. ~~The General Education Committee (GEC) and The Teaching Effectiveness and Enhancement Committee (TEEC) shall consist of at least one member from each College. Representatives shall be chosen by the Faculty Senate President in consultation with the Senate Executive Committee. membership are chosen according to their respective bylaws and approved by the Faculty Senate Executive Committee. At a minimum, there will be at least one member from each College.~~

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C. The Executive Committee shall consist of the officers of the Faculty Senate, including ex officio officers, and it shall be chaired by the President of Faculty Senate.

D. Reassigned time or stipends shall be allotted to the following members of the Executive Committee:

President – 50% reassigned time
Curriculum Chair – 25% reassigned time
Faculty Benefits Chair – 25% reassigned time
Professional Concerns Chair – 25% reassigned time
Budget Committee Chair – 25% reassigned time
General Education Committee Chair – 25% reassigned time
Teaching Enhancement and Effectiveness Committee Chair – 25% reassigned time
Faculty Advocate – 25% reassigned time
Vice President – stipend (amount set by Provost)
Secretary – stipend (amount set by Provost)
Parliamentarian – stipend (amount set by Provost)

E. The following duties shall be the specific responsibilities of the Executive Committee:

- 1) It shall function as the official representative body of the faculty when the Faculty Senate is not in session and may take whatever emergency action it deems necessary. Such action shall be presented for approval to the Faculty Senate at its next regular meeting.
- 2) It shall cause matters approved by the Faculty Senate to be conveyed to the president of the University for appropriate action; and shall report the action taken to the Faculty Senate.
- 3) It shall serve as a committee on committees to work with the administration in forming university committees and in appointing their membership when appropriate.
- 4) It shall receive the written reports of the committees of the Faculty Senate.
- 5) It shall refer such matters as are designated by the Faculty Senate for action by the appropriate committee.
- 6) It shall prepare the agenda for meetings of the Faculty Senate. Committee recommendations intended for Senate action shall be so designated on the agenda.
- 7) It shall insure that nominations and elections are carried out as specified in the Constitution.

~~F.F.~~ The following duties shall be the specific responsibility of the Budget Committee:

- 1) It shall review, analyze, receive updates on, recommend and report to the Faculty Senate on all matters pertaining to the budget, including the following:
 - a) ~~The Council on Postsecondary Education's (CPE) biennial budget development process and the University's input into it, including the~~

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CPE's capital and operating recommendations for funding NKU and each of the public institutions.

- ~~b)a)~~ The University's annual operating budget in at least the preliminary, intermediate and final stages of its development.
- ~~e)b)~~ Salary data relating to the university salary policy and appointment.
- ~~d)c)~~ Major capital expenditure proposals submitted by the administration.

- 2) It shall serve as an advisory board to the Executive Committee and our representative to the Coalition of Faculty Senate Leadership (COSFL) to ensure that faculty interests are represented by COSFL at the state level.

G. The following duties shall be the specific responsibility of the University Curriculum committee.

- 1) It shall make recommendations to the Faculty Senate, and through it to the University administration, in all areas of curriculum policies and procedures and curriculum-related definitions with the exception of those policies and procedures that fall under the purview of the Chase College of Law.
- 2) It shall periodically review, evaluate, and make recommendations concerning such policies and procedures. In examining proposals it shall apply criteria including pedagogy, academic quality, staffing, and available resources.
- 3) Recommendations of the University Curriculum Committee do not require full Faculty Senate approval except for changes to the general education program (including new general education courses), new programs, substantive program changes and changes to the UCC bylaws. No curriculum changes may be made without approval by the regular curriculum process.

H. The following duties shall be the specific responsibility of the Faculty Benefits Committee:

- 1) It shall review, evaluate, and make recommendations concerning those policies, procedures, and programs related to faculty benefits; such as those policies dealing with insurance, retirement, salary schedules, academic leaves, summer fellowships, institutional project grants, deferred compensation, the credit union, travel allowance, and reassigned time.
- 2) It shall process applications of and make recommendation on candidates for Faculty Sabbatical Leaves, Faculty Project Grants, Faculty Summer Fellowships and other programs assigned by the Faculty Senate.

I. The following duties shall be the specific responsibility of the General Education Committee:

- 1) It shall review, evaluate, and recommend General Education policies, including oversight, revisions to, and assessment of the General Education Program.

J. The following duties shall be the specific responsibility of the Professional Concerns Committee:

- 1) It shall provide a forum for the faculty to propose policy and to discuss all matters relating to the wellbeing of the University.
- 2) It shall review, evaluate, and make recommendations concerning policies relating to the general academic and professional concerns of the faculty, both full and part-time.
- 3) It shall review, evaluate, and make recommendations regarding all policies procedures and practices related to governance of the university.

K. The following duties shall be the specific responsibility of the Teaching Enhancement and Effectiveness Committee:

- 1) It shall review, evaluate, and recommend policies regarding the evaluation and enhancement of teaching.
- 2) It shall review, evaluate, and recommend student policies regarding all matters of concern to the faculty.

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L. Elections Committee

- 1) No later than September 20 of each year, the president of the Faculty Senate shall appoint a member of the general faculty from each college offering degrees to constitute an Elections Committee.
- 2) Members of the Election Committee may not be candidates for election to the Faculty Senate.
- 3) The Elections Committee shall preside over all elections sponsored by the Faculty Senate.

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ARTICLE VIII. FACULTY ADVOCATE

A. The following duties shall be the specific responsibility of the Faculty Advocate:

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- 2)1) ~~PH~~e or she shall provide assistance in resolving faculty complaints and concerns. Consultations with the Faculty Advocate when providing this assistance is not a breach of confidentiality for the faculty member or Faculty Advocate.
- 3)2) ~~He or she shall e~~Consult with faculty from each department and school on campus throughout the year in order to better understand faculty concerns. These consultations shall remain confidential unless faculty agree to waive confidentiality.
- 4)3) ~~He or she shall m~~Make policy recommendations to the Executive Committee as appropriate, while at all times maintaining the confidentiality of ~~his or her~~ interactions with individual faculty, unless faculty agree to waive confidentiality.
- 5)4) ~~He or she shall M~~meet with appropriate administrators as needed.

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~~NN. No later than September 20 of each year, the president of the Faculty Senate shall appoint a member of the general faculty from each college offering degrees to~~

~~constitute an Elections Committee. Members of the Election Committee may not be candidates for election to the Faculty Senate. This committee shall preside over all elections sponsored by the Faculty Senate.~~

ARTICLE VIII. MEETINGS

- A. The ~~G~~general ~~F~~faculty shall meet as appropriate; the meeting to be convened by the President of the Faculty Senate, the President of the University, the Provost, or the Executive Committee of the Faculty Senate.
- ~~B.~~ Should a petition, signed by at least 10 percent of the General Faculty as exhibited on the official roster, requesting a meeting of the General Faculty and indicating proposed items of business be filed with the President of the Faculty Senate, the Executive Committee shall call a meeting of the General Faculty to consider those matters. Such a meeting shall be held not later than fourteen calendar days, exclusive of holidays, from the filing date of the petition. The filing of a petition challenging

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A quorum for a Faculty Senate meeting shall be 50 percent of its members.

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Each standing committee shall maintain its own bylaws. All amendments are subject to the approval of Faculty Senate.

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This constitution becomes effective upon approval by the Board of Regents and becomes part of the Faculty Policies and Procedures ~~Manual~~ Handbook.

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This constitution may be amended at any meeting of the General Faculty by a two-thirds majority of those present and voting, provided the proposed amendment was included in the agenda and was available to the members of the General Faculty for one week prior to the meeting. The approved amendment becomes operative upon ratification by the Board of Regents.

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CONSTITUTION OF THE FACULTY SENATE NORTHERN KENTUCKY UNIVERSITY

- approved by the Faculty Senate on November 28, 2016 -
- approved by the General Faculty on January 23, 2017 -
- approved by the Board of Regents on March 15, 2017 -

ARTICLE I. FUNCTIONS AND PURPOSES

- A. The Faculty Senate is the official representative body of the General Faculty of Northern Kentucky University.
- B. The purposes of the Faculty Senate are to:
 - 1) Provide a forum for the faculty to propose policy and to discuss all matters relating to the wellbeing of the University.
 - 2) Allow the faculty to participate effectively in the enactment of university policies.
 - 3) Conduct studies deemed essential to the progress of the University.
 - 4) Evaluate university policies, programs, and practices and recommend such improvements as seem warranted.
- C. As the representative of the General Faculty, the Senate shall be a counselor to the University president in matters of faculty concern. When the University president disagrees with a recommendation of the Senate, ~~he/she may request~~ the Senate may be requested to reconsider its decision at its next regular meeting or at a special meeting called for that purpose. The University president or ~~his/her~~ designee shall provide the Senate with the reasons for ~~the his/her~~ disagreement. The Senate shall reconsider its decision, giving due weight to the University president's reasons. If the Senate and University president cannot agree, the University President, at the request of the Senate, shall report the Senate's views to the Board of Regents.

ARTICLE II. POWERS

- A. The General Faculty assembled in meeting has all powers necessary to implement the functions enumerated in ARTICLE I.
- B. All powers of the General Faculty are exercised through the Faculty Senate, except as limited by ARTICLE VIII, B and H.

ARTICLE III. MEMBERSHIP

- A. The General Faculty shall consist of all tenured ~~and~~ tenure-track faculty, - and full-time, non- tenure track renewable faculty. Full-time librarians employed in faculty positions are part of the General Faculty.
- B. For the purpose of election to, and service on, the Faculty Senate, ~~the~~ Faculty is

defined as General Faculty who spend 25% or less of their time in an administrative appointment and who have held a faculty appointment for at least one academic year before assuming a Senate seat.

C. Part-time faculty may have three at-large voting members of the Faculty Senate elected from nominees of current part-time faculty. Part-time faculty with one academic year of service are eligible for election to Faculty Senate. Election to Faculty Senate is not a guarantee of continuing employment.

D.

~~E.~~ All questions of eligibility for the senate membership shall be resolved by the Executive Committee of the Faculty Senate.

Commented [JF1]: Include Adjunct here also? According to the Handbook, technically adjunct faculty are paid more than 50% by non-University funds. PT does not equal adjunct, though that is the common vernacular.

Commented [JF2]: Three is a more or less random number. It gives a voice, but not much real power. I looked into trying to be representative (by college for instance), but couldn't come up with anything that made sense to me.

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ARTICLE IV. ELECTION OF MEMBERS

A. All members of the General Faculty are eligible to vote in Faculty Senate elections.

~~A.~~

B. Members of the Faculty Senate shall be elected as follows:

1) The Senate consists of representatives from each department, ~~and~~ at-large representatives of the colleges and schools, and at-large representatives of part-time faculty. (In further descriptions, any reference to ~~college department~~ shall also refer to *school*.) For election purposes, Learning PLUS, First Year Programs, and Honors shall be considered a single department not affiliated with a college ~~or school~~. The Stealy Library faculty shall be given the same status as a college for voting purposes. The College of Law, including the Law Library, shall be considered an academic college. It shall be entitled to one Senator plus additional Senators as determined by the Executive Committee. Any ~~p~~Professional ~~c~~Colleges which may be added to the University in the future shall be treated in a similar fashion. Graduate Programs shall be entitled to one Senator, chosen by a vote of the graduate faculty in an election conducted by the Graduate Council. Only full-time faculty who have taught at least one graduate course in the preceding two semesters are eligible to serve as the Graduate Programs representative.

2) The number of at-large Senators from each college shall be proportional to the General Faculty~~total faculty~~ as determined by the Executive Committee by September 15th of each year based on the Fall Semester faculty roster. For purposes of calculating numbers of Senators, only faculty eligible to vote for Senators shall be counted. Department Senators shall make up 2/3 of the Senate and shall be seated immediately upon the formation of a new academic department for their specified term of office. The total number of at-large Senators shall be adjusted to make-up 1/3 of the Senate and shall be elected in the normal elections cycle. Deviations from the 2/3 department, 1/3 at-large representational ratio shall be corrected through the normal elections cycle.

- 3) Within each college, every department or school elects one Senator. Eligible colleges elect additional Senators to fill out their allocations of at-large Senators.
- 4) All Senators shall serve for two-year terms, with approximately one-half being elected each year. The term of office shall run from July 1st through June 30th.
- 5) Election of faculty Senators other than those elected by departments shall be presided over by the Elections Committee of the Faculty Senate.

6) By no later than the tenth week of the Fall semester, those departments whose Senator's term shall expire on June 30th ~~of the next calendar year~~ shall elect, ~~from those not already elected to the Faculty Senate,~~ a representative from among their faculty. One may not serve concurrently as both an at-large Senator and as a departmental Senator.

7) By no later than the twelfth week of the Fall semester, the Elections Committee shall provide all eligible faculty members with ballots listing those faculty members within their college who, in writing, have consented to stand for election to the Faculty Senate as an at-large Senator. Each eligible faculty member may vote for as many candidates as there are available seats in ~~his/her~~ their college. The Elections Committee shall tabulate the ballots and submit the results to the Faculty Senate by the December meeting of the Faculty Senate.

8) ~~All newly elected senators shall assume office on July 1st.~~ Vacancies

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a) Vacancies of one semester or more in departments shall be filled by a vote of the ~~ir~~ respective faculty. Notification of the results shall be made in writing to the president of the Faculty Senate.

b) Vacancies of one semester or more in at-large ~~positions~~ or part-time Senators shall be filled from the election results of the most recent election ~~of~~ that respective constituency ~~college~~. In case of a tie the selection shall be by a coin flip conducted by the Chair of the Elections Committee in the presence of the tied candidates. If no candidates are available from that ~~college constituency,~~ then the position shall remain vacant until the next regular election.

c) Vacancies of less than one semester shall be filled by the absent Senator appointing an alternate with consultation of the president of the Faculty Senate. This alternate must be a full-time faculty member from the same constituency the absent Senator was elected to represent.

~~d) Vacancies of one semester or more shall be filled through a special election.~~

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~~d) _____~~

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ARTICLE V. OFFICERS

- A. The Officers of the Faculty Senate shall be the President, Vice President, Secretary, Faculty Advocate, and the Chairpersons of all standing committees elected as provided herein. The Vice President shall serve as presiding officer in the absence of the President.
- B. Ex Officio, non-voting Officers of the Faculty Senate shall be the Faculty Regent, Parliamentarian, and Chairperson of the Graduate Council. Other Officers, if not serving as a Senator, shall have a vote in Senate.
- C. The Officers of the Faculty Senate shall serve in their respective positions as the officers of the General Faculty.

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D. Officers serve at the pleasure of the Faculty Senate. An officer may be removed by a two-thirds vote of Senators present and voting. Any vacancy created by the removal or resignation of an officer should be filled by special election of the Faculty Senate

- E. The President of the Faculty Senate shall serve as the Grand Marshall of the University. The Chase College of Law selects its own Grand Marshall.
- F. The President of the Faculty Senate, upon assumption of office, shall serve as representative of the General Faculty to the Senate. The departmental, independent program, or college membership vacancy created shall be filled in accordance with Article IV, section C.B.1.
- F.G. All full-time, tenured faculty are eligible to run for the position of Faculty Advocate.

ARTICLE VI. ELECTION OF OFFICERS

- A. Before the first meeting of the Spring Semester, the incumbent President of the Faculty Senate shall call ~~and preside at~~ a special session with the sole purpose to elect Faculty Senate officers, except the Faculty Advocate, for the next session beginning on July 1. All Senators serving in the next session, including newly elected Senators and those whose terms do not expire at the end of the current Senate session are eligible to vote. The Elections Committee will conduct and preside over the election. - of the newly elected senators and senators whose terms do not expire at the end of the current Senate session. The purpose of this special meeting is to elect Faculty Senate officers for the next session. Nominations may be submitted to the incumbent President of the Faculty Senate prior to the special meeting or may be made from the floor during the meeting. Terms of office shall be for one year. ~~A session for the Faculty Senate and its officers begins on July 1st.~~ Officers must meet the Senate membership requirements as specified in ARTICLE III, but do not have to be Senators.
- B. ~~Before the final meeting of~~ During the Spring Semester ~~and before the final meeting of the Senate,~~ the Elections Committee shall conduct an election of the General Faculty to choose the Faculty Advocate for the following year. The Elections Committee shall issue a call for nominations at least one month before the election. All full-time, tenured faculty are eligible to run for the position of Faculty Advocate.

ARTICLE VII. COMMITTEES

There shall be seven standing committees of the Faculty Senate: the Executive Committee; the Budget Committee; the University Curriculum Committee; the Faculty Benefits Committee; the Teaching Enhancement and Effectiveness Committee; the Professional Concerns Committee; and the General Education Committee. ~~Departments and Colleges shall determine which faculty serve on these standing committees.~~

- A. The Budget Committee, University Curriculum Committee, Faculty Benefits Committee, and Professional Concerns Committee ~~may~~ include one ~~elected~~ representative from each academic department ~~or school, or independent program~~ elected by the faculty of the department or school. Independent academic programs

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may, upon approval of the Executive Committee, elect an additional representative to the University Curriculum Committee, not already represented by a senator.

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- B. The General Education Committee (GEC) and The Teaching Effectiveness and Enhancement Committee (TEEC) shall consist of at least one member from each College. Representatives shall be chosen by the Faculty Senate President in consultation with the Senate Executive Committee membership are chosen according to their respective bylaws and approved by the Faculty Senate Executive Committee. At a minimum, there will be at least one member from each College.
- C. The Executive Committee shall consist of the officers of the Faculty Senate, including ex officio officers, and it shall be chaired by the President of Faculty Senate.
- D. Reassigned time or stipends shall be allotted to the following members of the Executive Committee:

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President – 50% reassigned time
Curriculum Chair – 25% reassigned time
Faculty Benefits Chair – 25% reassigned time
Professional Concerns Chair – 25% reassigned time
Budget Committee Chair – 25% reassigned time
General Education Committee Chair – 25% reassigned time
Teaching Enhancement and Effectiveness Committee Chair – 25% reassigned time
Faculty Advocate – 25% reassigned time
Vice President – stipend (amount set by Provost)
Secretary – stipend (amount set by Provost)
Parliamentarian – stipend (amount set by Provost)

E. The following duties shall be the specific responsibilities of the Executive Committee:

- 1) It shall function as the official representative body of the faculty when the Faculty Senate is not in session and may take whatever emergency action it deems necessary. Such action shall be presented for approval to the Faculty Senate at its next regular meeting.
- 2) It shall cause matters approved by the Faculty Senate to be conveyed to the president of the University for appropriate action, and shall report the action taken to the Faculty Senate.
- 3) It shall serve as a committee on committees to work with the administration in forming university committees and in appointing their membership when appropriate.
- 4) It shall receive the written reports of the committees of the Faculty Senate.
- 5) It shall refer such matters as are designated by the Faculty Senate for action by the appropriate committee.
- 6) It shall prepare the agenda for meetings of the Faculty Senate. Committee recommendations intended for Senate action shall be so designated on the agenda.
- 7) It shall insure that nominations and elections are carried out as specified in the Constitution.

~~F.F.~~ The following duties shall be the specific responsibility of the Budget Committee:

- 1) It shall review, analyze, receive updates on, recommend and report to the Faculty Senate on all matters pertaining to the budget, including the following:
 - a) The Council on Postsecondary Education's (CPE) biennial budget development process and the University's input into it, including the

CPE's capital and operating recommendations for funding NKU and each of the public institutions.

- b) The University's annual operating budget in at least the preliminary, intermediate and final stages of its development.
 - c) Salary data relating to the university salary policy and appointment.
 - d) Major capital expenditure proposals submitted by the administration.
- 2) It shall serve as an advisory board to the Executive Committee and our representative to the Coalition of Faculty Senate Leadership (COSFL) to ensure that faculty interests are represented by COSFL at the state level.
- G. The following duties shall be the specific responsibility of the University Curriculum committee.
- 1) It shall make recommendations to the Faculty Senate, and through it to the University administration, in all areas of curriculum policies and procedures and curriculum-related definitions with the exception of those policies and procedures that fall under the purview of the Chase College of Law.
 - 2) It shall periodically review, evaluate, and make recommendations concerning such policies and procedures. In examining proposals it shall apply criteria including pedagogy, academic quality, staffing, and available resources.
 - 3) Recommendations of the University Curriculum Committee do not require full Faculty Senate approval except for changes to the general education program (including new general education courses), new programs, substantive program changes and changes to the UCC bylaws. No curriculum changes may be made without approval by the regular curriculum process.
- H. The following duties shall be the specific responsibility of the Faculty Benefits Committee:
- 1) It shall review, evaluate, and make recommendations concerning those policies, procedures, and programs related to faculty benefits; such as those policies dealing with insurance, retirement, salary schedules, academic leaves, summer fellowships, institutional project grants, deferred compensation, the credit union, travel allowance, and reassigned time.
 - 2) It shall process applications of and make recommendation on candidates for Faculty Sabbatical Leaves, Faculty Project Grants, Faculty Summer Fellowships and other programs assigned by the Faculty Senate.
- I. The following duties shall be the specific responsibility of the General Education Committee:
- 1) It shall review, evaluate, and recommend General Education policies, including oversight, revisions to, and assessment of the General Education Program.
- J. The following duties shall be the specific responsibility of the Professional Concern Committee:

- 1) It shall provide a forum for the faculty to propose policy and to discuss all matters relating to the wellbeing of the University.
- 2) It shall review, evaluate, and make recommendations concerning policies relating to the general academic and professional concerns of the faculty, both full and part-time.
- 3) It shall review, evaluate, and make recommendations regarding all policies procedures and practices related to governance of the university.

K. The following duties shall be the specific responsibility of the Teaching Enhancement and Effectiveness Committee:

- 1) It shall review, evaluate, and recommend policies regarding the evaluation and enhancement of teaching.
- 2) It shall review, evaluate, and recommend student policies regarding all matters of concern to the faculty.

L. Elections Committee

- 1) No later than September 20 of each year, the president of the Faculty Senate shall appoint a member of the general faculty from each college offering degrees to constitute an Elections Committee.
- 2) Members of the Election Committee may not be candidates for election to the Faculty Senate.
- 3) The Elections Committee shall preside over all elections sponsored by the Faculty Senate.

ARTICLE VIII. FACULTY ADVOCATE

A. The following duties shall be the specific responsibility of the Faculty Advocate:

- 2)1) PHe or she shall provide assistance in resolving faculty complaints and concerns. Consultations with the Faculty Advocate when providing this assistance is not a breach of confidentiality for the faculty member or Faculty Advocate.
- 3)2) He or she shall consult with faculty from each department and school on campus throughout the year in order to better understand faculty concerns. These consultations shall remain confidential unless faculty agree to waive confidentiality.
- 4)3) He or she shall make policy recommendations to the Executive Committee as appropriate, while at all times maintaining the confidentiality of his or her interactions with individual faculty, unless faculty agree to waive confidentiality.
- 5)4) He or she shall Mmeet with appropriate administrators as needed.

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