

**FACULTY SENATE MEETING**  
**February 27, 2023**

**Members present:** Ryan Alverson, Terrance Anderson, Kalyani Ankem, Rachael Banks, Janel Bloch, Carole Cangioni, Mike Carrell, , Chris Curran, Jacqueline Emerine, Irene Encarnacion, John Farrar, Richard Fox, Kathleen Fuegen, Steven Gores, Lisa Holden, Doug Hume, Steven Johnson, Boshra Karimi, Ken Katkin, Edward Kwon, Isabelle Lagadic, Kajsja Larson, Chris Lawrence, Kevin Lotz, Debbie Patten, Phil McCartney, Michael Providenti, Chari Ramkumar, Patrick Schultheis, Andrea Lambert South, Brittany Sorrell, Laura Sullivan, Kimberly Yates

**Members absent:** George Carpten, Ronnie Chamberlain, David Childs, Olu Ekundayo, William Herzog, Jennifer Kinsley, Bob Salyer, Zach Wells, Darrin Wilson

**Guests:** Bonita Brown (Interim President), Matt Cecil (Provost), Grace Hiles (Faculty Senate Office), Vicki Cooper, Kevin Kirby, Nancy Campbell, Rob Zai, Emily Detmer-Goebbel, Diana McGill, Alar Lipping, Erin Strome, Yaw Frimpong-Mansoh, Holly Riffe, Teckerah Washington

**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 approved as distributed.

**Approval of Minutes**

The minutes from the December 16, 2023 and January 30, 2023 meetings, and the minutes from the January 30, 2023 special election meeting, were approved.

**Guest Reports:**

- **Interim President (Bonita Brown):**
  - She has spent much time in Frankfort, since the last Senate meeting, updating legislators on how NKU is doing. Since the performance funding model was implemented four years ago, NKU has fared very well. Current conversation include whether the model should be tweaked, additional metrics added, what might be weighted, and whether the larger KY institutions should be included in the model.
  - The Council on Postsecondary Education (CPE) is allowing for tuition to be increased up to 5% (over a two year period). It will be up to the Board of Regents (BOR) as to how high the increase will be.
  - There is a new bill, Senate Joint Resolution 98, which directs the state Council on Postsecondary Education to study the placement and services of public colleges and universities in Kentucky. She does not know what is behind this joint resolution. Other bills being considered are ones on free speech and FAFSA completion, which would make completing the FAFSA mandatory for high school students. This is important for universities, because funds are often not expended because students do not complete the FAFSA.

- **Provost (Matt Cecil):**
  - When the transfer unit was disbanded, transfers dropped 30 percent. Adult Learner Services and Programs (APLS) will now incorporate transfers work into their unit. There will be a new associate director position in the department with funds for the position to come from budget reduction.
  - Approximately fifteen non-tenure track renewable (NTTR) faculty will be notified the week after spring break that their contracts will not be renewed. Those who will be renewed will receive their letters the same week. There are also an undetermined number of non-tenure track temporary (NTTT) who will not have their contracts renewed.
  - The Northern Kentucky University Chase College of Law's W. Bruce Lunsford Academy for Law, Business, and Technology was named the top law-school program in the United States for innovation and business, according to a report by Bloomberg Law. Runners-up in the same category include Harvard Law School, University of California College of Law, San Francisco, and Fordham University College of Law.
  - The Faculty Voluntary Separation program was offered to 24 faculty (out of 33 applications); 4 or 5 faculty have notified the administration of their decisions. The deadline is March 25.
  
- **Faculty Regent (Michael Baranowski):**
  - The Board of Regents (BOR) has not met since the last Senate meeting. The upcoming March 15 meeting agenda will include the proposal on how the presidential search will be structured. He has not yet seen the proposal but should soon.
  
- **Staff Congress Representative (Sara Conwell)**
  - The Outreach Committee is hosting Lunch Hangouts as a way to build comradery. All hangouts will be in the UC Ballroom from 11:30 am – 1:00 pm on these dates: February 28, March 8, March 23, and March 30.
  - The Benevolent Association's Chili Cook-Off is March 14, 11:00 am – 1:00 pm in the UC Ballroom. Donations of sick and vacation time are encouraged.
  - The nomination deadline for the Regents Distinguished Service Award is Friday, March 3.
  - Administrator evaluations will take place after faculty evaluations.
  - The staff performance evaluation process starts March 1 and ends April 28.
  - Staff Congress is working on ways to support staff.

#### **Officer Reports:**

- **Senate President (John Farrar):**
  - Most of his time has been on the Academic Commons. A draft of the proposal that will be voted on by the BOR is with today's materials (see attachment). What is recommended is not intended to replace the good work that is already occurring; rather, the intent is to enhance those student success efforts. The work group considered clusters of support, services and activities – not about office locations at this point in the process. There will be listening sessions for feedback. In answer to a question, the work group did look at other institutions that have an Academic Commons

or similar configuration. The work group will meet to finalize the draft, then continue meeting through the semester.

- He has run into technical problems with administrator evaluations. Once a security issue is fixed, they will be distributed.
  - There have been many discussions on the presidential search, and it seems we are moving in a positive directions. However, he still has concerns about search committee membership, though it seems the search will be more open than the last search.
  - He continues to stay apprised of pertinent bills in the legislature – House Bill 336 (relating to lifetime employment contracts at public postsecondary educational institutions) and Senate Bill 33 (establishes the Kentucky Cybersecurity Center which will be housed at the University of Louisville and will be a regional center). Murray is also a named institution on the bill. This raises questions since NKU has an established cybersecurity program.
  - Progress is being made on intellectual property policy changes, ones he believes are positive. Once finalized the updated policy draft will be sent to PCC.
- **Vice President** (Kalyani Ankem):
    - No report.
  - **Secretary** (Laura Sullivan):
    - No report.
  - **Faculty Advocate** (Phil McCartney):
    - He has directed a number of faculty with concerns about NKU’s overall future and future president to the BOR. He fears that the Board’s main concerns are in finance, yet hopes how those issues are solved with the long-term interests of NKU kept in mind.
    - He would like to see some type of rubric with the evaluation process and the assurance of transparency.

#### **Committee Reports:**

- **University Curriculum Committee** (Richard Fox):
  - There are three more meetings this semester, although it is tentative for April 6 as there probably won’t be new business.
  - March 23 is the last meeting where items can be approved for the fall catalog.
  - There are a number of graduate items that have not been approved through Graduate Council yet so they will be approved “contingent on their being approved by Graduate Council” in April.
- **Budget** (Janel Bloch):
  - The committee should have some proposals about parking and fees for next year at their next meeting. It is likely that there will be a modest increase.
  - They continue to discuss current budget issues.
- **Benefits** (Debbie Patten):
  - Natalie Gabbard, Manager of HR Projects and Planning, was a guest at the committee’s last meeting, as well as two representatives from TIAA. They explained some upcoming

changes in how retirement accounts will be distributed. Communication about the changes should be coming in March.

- **Professional Concerns** (Kathleen Fuegen):

- During a meeting of the BOR last month, one of the regents requested an analysis of the costs associated with accelerated online programs. Costs include money as well as the long-term health of degree programs that have an accelerated online option. It will be up to the faculty to make the board aware of these costs. A subcommittee of PCC is compiling a list of these costs. The subcommittee will also prepare a position statement about the future of Academic Partnerships at NKU. They will bring the statement to the Senate in the spring.
- The committee discussed workload during their most recent meeting. In particular, should independent study, supervised research, and capstone courses be considered part of workload?
  - It was noted that supervised research courses are a mechanism for faculty to conduct scholarship involving students (Chemistry 492, 292). Getting students involved in research early (i.e., through 292 courses) is good for retention. Working with faculty on research projects is a recruiting tool at NKU. There is a risk these courses and high impact practices could end without addressing compensation. There was also a concern expressed that the extra work associated with these courses may be carried disproportionately by tenure-track faculty members.
  - It was also noted that faculty are not required to accept a student for independent study. Faculty can say no to requests from students. Also, there is a big difference between teaching 30 students and supervising 1 student. Nonetheless, supervising students does require time and effort.
  - Is this work important?
  - The Provost acknowledged that faculty should not work without compensation. If faculty are to be compensated for this work, we need to determine what an appropriate compensation level per student is.
  - The faculty recognize that NKU is in a challenging budgetary situation and appreciate that the provost recognizes the effort that the faculty put forth in nurturing students. We look forward to more discussions of compensation for these activities.
- The discussion of independent study, supervised research, and capstone courses provided a spring board for discussing other aspects of workload.
  - The current workload policy only addresses teaching. Teaching is not the entirety of a faculty's workload. A comprehensive workload policy should include things like mentoring, advising, service activities, scholarship and creative activities.
  - One perspective from the committee is that we may not want to alter the university-wide policy. Workload should be left up to colleges, schools, and departments to decide. Articulating scholarship and service expectations in this policy will increase workload. A university-wide workload policy should address teaching. Departments have expectations for scholarship and service that are part of APR and RPT.
  - Another perspective is that there is a lack of transparency about what people are doing. There is a lack of clarity about what people need to be doing to get

tenure. In practice, we are all over the place. A more detailed workload policy could improve transparency and clarity.

- There was discussion of whether the university should move toward a 3-3 teaching load for faculty with active scholar status. Some colleges already have a 3-3 load for active scholars. Other colleges do not.
- Another issue is that there is no workload policy for non-tenure track faculty, and the question is whether there should be. Or should workload be part of the contract between the university and the NTT faculty member? Also, the current policy does not address the unique situation of faculty librarians, who are evaluated primarily in terms of their position (which may not be teaching).
- **TEEC** (Chris Lawrence):
  - They are continuing to roll out the new course evaluation system. There are still issues they hope to resolve by the end of the semester.
- **General Education Committee** (Andrea Brooks):
  - Their only meeting this month was used to begin the process of scoring artifacts that were submitted for assessment last semester. They met during their first February meeting, and along with a few volunteers, the committee walked through the process of norming the rubric. They are now individually scoring approximately 20-25 artifacts.
  - The next meeting is after spring break on March 20.

#### **New Business:**

- Discussion item from PCC, RPT in multi-disciplinary departments, changes to section 3.2 (1 attachment). PCC chair, Kathleen Fuegen, explained the impetus for this discussion came from a faculty member from a combined department who wondered if they could be evaluated appropriately through the RPT process. There are a number of departments with multiple disciplines, such as the Department of Political Science, Criminal Justice and Organizational Leadership. The question is whether an RPT committee for multiple departments should contain at least one member of appropriate rank with subject matter expertise on the RPT committee. The committee's answer was yes, though there were some differences of opinion as to how the subject expert would be chosen. It was determined that the candidate had a right to provide a list of names of subject experts, but they did not have the right to select the name. Other matters discussed related to clarifying "affinity" for a discipline – recommendation is to change to "expertise" (3.2.3) and committee eligibility (3.2.4).
  - Senate discussion followed on what to do if the expert chosen is not the candidate's preference and clarification of the word "external" in 3.2.4.
  - Suggested edits will be made and the item will be voted on at the next Senate meeting.
- Voting item from UCC, Definition of focus (1 attachment).
  - UCC chair, Richard Fox, said that the new definition serves to clarify the meaning of a focus, which has been ambiguous.

**MOTION PASSES.**

**Old Business:**

- There was no old business.

**Announcements (John Farrar):**

- The 2023 Senior Student Awards nominations are open until March 3, 2023. Please nominate deserving students. Service awards are upcoming.
- Administrator evaluation surveys are coming soon. They have been delayed due to technical problems.
- The Faculty Advocate election will take place later this semester.

**Adjournment**

The meeting was adjourned at 4:34 pm.

Respectfully submitted,

Laura A. Sullivan  
Secretary

### 3.2. PROCEDURES FOR DECISIONS ON REAPPOINTMENT, PROMOTION, AND TENURE

As stated in Kentucky law, all persons involved in evaluation of personnel shall consider all information received and all deliberations as confidential unless disclosure is required by law. For purposes of communication of written recommendations, electronic versions of the documents are acceptable replacements.

#### 3.2.1. Time Schedule

(no changes)

#### 3.2.2. Initiation of Request

(no changes)

#### 3.2.3. Departmental/School Committee

Each department or school, or in the case of School of the Arts (SOTA), program, shall have a reappointment, promotion, and tenure (hereinafter, RPT) committee consisting of at least five tenured faculty members elected at a regular or special department or school faculty meeting. If necessary, a separate committee may be formed to consider promotion to Professor. Each department or school, or, in the case of SOTA, program, committee must have the same membership in a given year, with the exception of additional external members (see Section 3.2.4). Additionally, for promotion committees, these five faculty members must be at least one rank above the level of the applicants.

The RPT committee shall be formed from faculty within the department or school, if five or more tenured faculty of appropriate rank are available to serve. If there are not enough faculty members of appropriate rank available to form a committee of five, those faculty initially chosen to serve, in consultation with the department chair or school director, shall prepare a list of tenured faculty of appropriate rank from other departments, schools, or colleges.

In departments and schools that include multiple disciplines, the committee must include at least one faculty member of appropriate rank within the candidate's discipline. If there is not at least one faculty member of appropriate rank within the candidate's discipline, those faculty initially chosen to serve, in consultation with the candidate and the department chair or school director, shall prepare a list of tenured faculty members of appropriate rank from other departments, schools, or colleges.

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When choosing additional faculty members, preference shall be given to faculty members with specific subject-matter expertise that qualifies them to review the merits of the candidate's teaching and scholarly or creative activity. The addition of a faculty member will augment the size of the committee. ~~in departments or schools with affinity to the applicant's department or school.~~

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The RPT committee will fill its membership by appointing faculty from this list.

The members of the committee shall elect their own chair. The committee chair shall notify the department chair or school director of committee membership within ten working days of election.

#### **3.2.4. Departmental/School Committee: Eligibility**

All full-time, tenure-track faculty in the department or school are eligible to vote to elect the committee membership. Only tenured faculty may serve on the committee. The department chair or school director may not serve on the committee. Department chairs or school directors in other departments or schools may serve on the committee provided that they are in a different college. Assistant and associate deans with faculty appointments serving as administrators with reassigned time may serve on the committee provided that they are serving as administrators in a different college. Tenured faculty with appointments in more than one department/school or discipline may serve on the committee of any department/school or discipline in which they hold an appointment. Faculty on sabbatical or paid leave are eligible but not required to serve on the committee. Faculty on unpaid leave are not eligible to serve on the committee. The Faculty Senate President will not serve on a department/school RPT committee unless there are fewer than five eligible faculty members available, in which case the Faculty Senate President can serve but will not chair the committee.

Upon agreement of RPT committee members, the department chair or school director, the appropriate dean, and the applicant, faculty external to [department/school or](#) the University and of suitable rank and tenure may serve as an additional member on the committee. Persons holding full-time administrative appointments, as defined in Section 1.8.1, are not eligible to serve on the committee.

In departments or schools where no faculty members are eligible to serve on a needed RPT committee, the department or school faculty shall serve in place of the department or school committee members to elect suitable RPT committee members.



# 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 -*

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## **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, 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 designee shall provide the Senate with the reasons for the 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, 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. All questions of eligibility for the senate membership shall be resolved by the Executive Committee of the Faculty Senate.

#### **ARTICLE IV. ELECTION OF MEMBERS**

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

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

1) The Senate consists of representatives from each department, at-large representatives of the colleges and schools, (In further descriptions, any reference to *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. 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 professional 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 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 30 shall elect 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 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) Vacancies

a) Vacancies of one semester or more in departments shall be filled by a vote of the 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 or part-time Senators shall be filled from the election results of the most recent election of that respective constituency. 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 constituency, 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.

## 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. As an officer elected by the General Faculty, the Faculty Advocate, if not elected as a Faculty Senator, shall have a vote in the Senate.
- C. The Officers of the Faculty Senate shall serve in their respective positions as the officers of the General Faculty.
- 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 B.
- 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 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. 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. Officers must meet the Senate membership requirements as specified in ARTICLE III but do not have to be Senators.
- B. 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.

- A. The Budget Committee, University Curriculum Committee, Faculty Benefits Committee, and Professional Concerns Committee include one representative from each academic department or school 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.
- B. The General Education Committee (GEC) and The Teaching Effectiveness and Enhancement Committee (TEEC) 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.

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)

D. 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.

E. 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.
- F. The following duties shall be the specific responsibility of the University Curriculum committee.
- a. 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.
  - b. 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.
  - c. 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.
- G. The following duties shall be the specific responsibility of the Faculty Benefits Committee:
- a. 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.
  - b. 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.
- H. The following duties shall be the specific responsibility of the General Education Committee:
- a. It shall review, evaluate, and recommend General Education policies, including oversight, revisions to, and assessment of the General Education Program.

I. The following duties shall be the specific responsibility of the Professional Concern Committee:

- a. It shall provide a forum for the faculty to propose policy and to discuss all matters relating to the wellbeing of the University.
- b. 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.
- c. It shall review, evaluate, and make recommendations regarding all policies procedures and practices related to governance of the university.

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

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

K. Elections Committee

- a. 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.
- b. Members of the Election Committee may not be candidates for election to the Faculty Senate.
- c. 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:

- a. 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.
- b. 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.
- c. Make policy recommendations to the Executive Committee as appropriate, while at all times maintaining the confidentiality of interactions with individual faculty, unless faculty agree to waive confidentiality.
- d. Meet with appropriate administrators as needed.

## **ARTICLE IX. MEETINGS**

A. The General 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.

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 Senate action shall be interpreted as a declaration that the General Faculty is asserting its jurisdiction.

- B. No meeting of the General Faculty called by the Executive Committee shall be held unless an agenda prepared by that committee is distributed to all members of the General Faculty at least five business days prior to the meeting date.
- C. The Faculty Senate shall meet at least once each month during the academic year, unless deemed unnecessary by the Executive Committee. Special meetings may be called at any time during the course of the year, including the summer, by the President of the Faculty Senate or its Executive Committee. Regular meetings shall ordinarily be on the fourth Monday of each month; emergency changes of date may be made by the Executive Committee.
- D. The Executive Committee shall appoint a temporary chairperson should neither the President nor the Vice-president be in attendance.
- E. All meetings of the Faculty Senate shall be open to the University community. Any member of the General Faculty present shall receive floor privileges upon request; however, these privileges shall not include the right to introduce or second motions or to vote. Other members of the academic community may be granted floor privileges with the same restrictions by a majority vote of the Senate. Only duly elected senators or their designated alternates in attendance may introduce or second motions or vote.
- F. Agenda items and supporting information shall be submitted to the Executive Committee at least fourteen calendar days prior to the scheduled Senate meeting. Items may also be placed on the agenda by the Executive Committee on its own motion or by any member of the Senate, or by petition signed by at least ten members of the General Faculty at least five business days in advance of the Faculty Senate meetings.
- G. Minutes of the previous meeting of the Faculty Senate and an agenda for the next meeting shall be distributed to all members of the Faculty Senate at least five business days prior to the subsequent Senate meeting. A second copy shall be sent to each senator for posting and review by all faculty. Actions of the Faculty Senate shall become final fourteen calendar days, exclusive of holidays, following the official distribution of said minutes, unless the General Faculty asserts its jurisdiction.

## **ARTICLE X. FACULTY REGENT**

The Faculty Regent shall report regularly to the Faculty Senate, and through it to the General Faculty, on those matters, which are coming before the Board of Regents and shall report action taken on such matters.



## **ARTICLE XI. RULES OF ORDER**

A majority vote is defined as a majority of those present and voting. An abstention shall not count as a vote. In the absence of any other special rules of order, which the General Faculty or the Faculty Senate may adopt, Robert's Rules of Order Newly Revised (latest edition) shall govern the conduct of the meetings.

## **ARTICLE XII. QUORUM**

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

## **ARTICLE XIII. STANDING COMMITTEE'S BYLAWS**

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

## **ARTICLE XIV. SEVERABILITY**

The invalidation of any portion of this constitution shall not affect the validity of any other portion of the constitution.

## **ARTICLE XV. EFFECTIVE DATE**

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

## **ARTICLE XVI. AMENDMENTS**

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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Proposed by UCC for discussion and possible vote in our February 27 Faculty Senate meeting.

This would replace the current definition of the Focus.

A focus consists of at least 12 credit hours of courses in the same designator that are numbered 300 or higher. An interdisciplinary focus may also be available from interdisciplinary programs within some departments. See the department/school's catalog description for details of availability. A focus that contains courses with differing designators may also be permissible if all courses are related to a single discipline/topic. In such a case, approval is required from the department/school that will house the focus. When a focus consists of courses with differing designators, students should seek approval in advance. Minimum grade restrictions may apply, see the department's entry in the catalog for more detail.