

## FACULTY SENATE MEETING

December 13, 2024

**Members and Officers present:** Ryan Alverson, Jason Applegate, Jitana Benton-Lee, Janel Bloch (Budget), Andrea Brooks\* (Gen Ed), Kinsey Bryant-Lees, Kimberly Clayton-Code, Christine Curran (Senate Vice President), Rebecca Elkins (Benefits), Jacqueline Emerine (Senate President), Irene Encarnacion, John Farrar, Richard Fox (UCC), Kathleen Fuegen\* (Parliamentarian), Dorea Glance\* (Grad Programs), Steven Gores, Michael Guy, Jackie Herman, William Herzog, Boshra Karimi, Suk-hee Kim, Edward Kwon, Kajsa Larson, Chris Lawrence (TEEC), Zeel Maheshwari, Nile Patterson, Michael Providenti (Secretary), Dana Ripley, Robert Salyer, Patrick Schultheis, Andrea South, Sandra Spataro\* (Faculty Regent), Mehmet Sulu, Jessica Taylor, Monica Wakefield, Eileen Weisenbach-Keller, Zach Wells, Darrin Wilson, Junxiu Zhou, Marcia Ziegler (an asterisk \* indicates ex officio members)

**Members and Officers absent:** William Boyce, Carole Cangione, Joe Cress, Ken Katkin, Jennifer McLeod, Burke Miller, Holly Riffe (PCC)

**Guests:** Cady Short-Thompson (President), Diana McGill (Provost), Vicki Cooper (for Terkerah Washington) (Staff Congress), Grace Hiles (Faculty Senate Office), Collin Jarrell (SGA), Amanda Andrews, Brooke Buckley, Chris Calvert, Charlisa Daniels, Augustine Frimpong-Mansoh, Allyson Graf, Greg Hatchett, Shelli Johnson, Mike Irvin, Alar Lipping, Danielle McDonald, Amal Said, Steve Slone, Donna Smith, Delores White, Robert Zai.

### Call to Order, Adoption of Agenda

The meeting was called to order by Senate President Jacqueline Emerine at 1:03 pm with a quorum present. The agenda was adopted as distributed.

### Approval of Minutes

The minutes from the November 25, 2024 meeting were approved as distributed.

### Guest Reports:

- President (Cady Short-Thompson)
  - We are up 77 admissions for spring. Up in undergraduate and law.
  - Down a little in graduate.
  - Part-time numbers are down 35, full-time up 112.
  - Up 30 transfers for spring. Will know more week of 1/6/25.
  - Retention is up 2.3% for spring, 3.8% for underrepresented minorities.
  - Admission is up for fall. Working to move direct admits to confirmations.
  - The budget town hall forum was well attended and the feedback was helpful.
  - Planning to have a town hall meeting, possibly, every other month. A town hall is scheduled for 1/28/25 from 9:00-10:30am in SU 107a.
  - The General Assembly gathers on 1/7/25 to begin the 30-day session that ends 4/15/25. Will keep the university informed of developments. Meetings are scheduled in January to look at possibilities as they develop.
  - A group of faculty have been asked to think about issues and possibilities regarding remuneration. If finances are approved, the CRC fee will be pulled. There will be a task force to talk about parking. There could also be an opportunity to look at tuition

- remission.
  - Questions:
    - Are there specifics in grad enrollment declining? ANSWER: It is down 19. Overall, -0.5%. This is also the last semester the Masters in Communication is being offered.
    - Is the budget presentation posted? ANSWER: Yes.
- Provost (Diana McGill)
  - Updates on searches:
    - The offer for Director of Latino Student Initiatives was verbally accepted.
    - 4 campus interviews have been scheduled for VP of Student Affairs in January. Schedule to be shared soon.
    - The position for Registrar has not yet been posted.
    - The A&S Dean position has been posted for an internal search.
    - The Library Dean position has not yet been posted.
    - Working to define the position that was the Vice Provost for Graduate Education, Research and Outreach. It will be posted in the spring.
    - Will be searching for the Chief Human Resources position. Grant Garber will chair a national search. Will be posted in December.
    - QUESTIONS:
      - Updates on the ERP? ANSWER: (Chris Calvert) 2 vendors on shortlist (Workday and Ellucian Banner). No recommendation yet, leaning toward Workday due to number of customers and references. Banner has 2 live customers. Workday has 65 live customers (120 total). Banner has other systems that would need to be integrated which would drive the price up. Looking to make a recommendation by 1/15/25, get approval from the board, and lock in contracts by 2/1/25. The plan is to work through finance and HR in the first 18 months. Work on student side will begin spring of '26. Finance and HR live on 7/1/26. First live registrations in fall of '28. The project ends after the first full semester grading.
      - QUESTIONS:
        - Is the cost on par with expectations? ANSWER: Yes. But lower than expected six months ago. Total implementation (including licensing and fees) is \$+30M. Implementation is \$18M, 10 years of licensing is \$12-15M, and the cost for employees.
        - Will NKU's SAP specialists be transferred over? ANSWER: Those people would need to become specialists relative to the new product.
        - Will there be additional costs to maintain or transfer legacy data or is that included in the \$30M? ANSWER: It is included.
- Faculty Regent (Sandra Spataro)
  - The agendas and minutes from BoR committee meetings are now being posted publicly.
- Staff Congress (Vicki Cooper)

- The Fun, Food, and Philanthropy Holiday Party yesterday was a success.
- Gearing up for round table event in the March meeting where Staff Congress meets with the President and cabinet.
- The Advocacy Committee is presenting to the board in February on raises and benefits (including tuition, campus rec, parking).
- SGA (Collin Jarrell)
  - Thanks to everyone for collaborating to improve student experience.
- Report on the Senate Elections results (Gregory Hatchett, Michael Waters)
  - At-Large Seats (2025-2027)
    - Arts & Sciences: Allyson Graf
    - Informatics: Stephen Johnson
    - Business: Bill Boyce
    - Health and Human Services: Jennifer McLeod
  - University Committees:
    - Financial Exigency: Janel Bloch, Richard Boyce, Kimberly Clayton-Code, Jacqueline Emerine, Shawn Faulkner, Ken Katkin, Katherina Terhune
    - Peer Review: Marcos Misos, Zeel Maheshwari (alternate)
    - Complaint Advisory: Donna Smith (Steely Library)
- Discussion of the Undergraduate Academic Integrity (Jason Vest)
  - Tabled until January.
- Discussion of the Constitution of the Faculty Senate (Chris Curran)
  - Among the changes:
    - Previously, the at-large Senators were dependent on the number of department reps. With the revision, large schools can have more representation. The number of senators will not change dramatically. The same is true for senate committees.
    - There was a discussion to add a representative from the Teaching Faculty – that was not included as the departments and schools can represent them.
    - The term “unit” was introduced which is defined as things that offer programs and degrees underneath the level of college.
    - Under the revision, the committees will determine if they need more representation and then departments can elect representatives.
  - Need to check the dates and tweak the language. Most departments don’t elect representatives until their summer retreats.
  - The changes will have to be approved by the Board of Regents and the General Faculty. The General Faculty can approve the revision online.
  - QUESTIONS:
    - Article IV B. “The College of Law... shall be entitled to one Senator.” Does that include the at-large senator or one total? ANSWER: The at-large senator is beyond that. FOLLOW-UP: Then, should Chase be defined as a unit so that they are entitled to unit representation? “One senator” could be defined as *only* one senator. Or, possibly, the “Law School will constitute a college for purposes of at-large representation.”
    - Can the changes for numerical representation be shared? ANSWER: The only difference with the cut-off for at-large would have been in A&S – they would

- have gained a representative with the lower cut-off.
- In IV. B. 1) Unit is defined as “all academic units...” Could that be redefined more clearly in a non-circular manner? RESPONSE: “Degree granting” could be added. “A unit is a unit” can be fixed.
  - This is a change to a representative model away from a senatorial model. Is that the intention? The benefit of a senate is to dilute the power of large units. ANSWER: The changes that were made were intended to avoid major changes in the number of senators. FOLLOW UP: What is the motivation to change from a senatorial to representational model? ANSWER: We lost voices when we began treating schools as departments. This was to address concerns of faculty in those larger units and to provide some flexibility. The only difference was how the number of at-large representatives is determined.
  - Have there been graduate programs large enough to have at-large representation? ANSWER: Nothing has changed in regard to graduate program representation. FOLLOW UP: The College of Law went from being an academic college to be entitled to one senator. RESPONSE: That can be cleaned up. The College of Law should not gain or lose representation.
  - Faculty lost representatives in Senate due to the formation of schools. The benefit of this revision is to restore some of that representation. But now the representation depends on how many faculty are in a unit unlike before when there was a representative regardless of the size of the department. The departments still have representation but it is a representative model for the selection of at-large senators. This is not necessarily negative but it needs to be considered.
  - Why do departments need to notify the Senate President to elect additional senators as per the chart in Article IV. B. 3) when at-large representation does not need to notify the Senate President? ANSWER: They are elected on a different timeline and in different ways. It is only to alert the Faculty Senate Office to avoid any surprises.
  - Are there any departments that have or have had 3 or 4 Senators? Does any department need 3 - 4 Senators? ANSWER: There could be a cap on the number of senators from a unit.
  - Article IV. B. 3) was going to say each unit, where these key decisions are made, we'll have one elected representative. Was that language removed? ANSWER: There was pushback since there can now be multiple RPT committees and those schools would be forced to have multiple senators even if they didn't want them. RESPONSE: The issue in SOTA is not the total number of faculty but that there are three distinct disciplines. There is a request for language that acknowledges this. RESPONSE: Over winter break there can be an attempt to work on such language.
  - Suggestion to not use the word “decisions” in IV. B. 3) – it should be “recommendations.”
  - Concern about faculty titles: Handbook 1.2 uses “Full-time tenure-track faculty are *probationary* or tenured faculty” [emphasis added]. This is different than what is in the revision, III. A. In addition, “non-tenure-track renewable faculty”

was replaced with "Teaching Faculty" in the same section. What about faculty of practice who are defined as non-tenure-track in Handbook 1.7.5? RESPONSE: Under the impression the Provost considers Professors of Practice to be Teaching Faculty. FOLLOW-UP: Are Professors of Practice eligible to serve after these edits? Suggestion to look at how changes affect policies and procedures. RESPONSE: There is a lot of clean up needed in the Handbook.

- ACTION: This will be brought back, with the changes made based on this feedback, to Faculty Senate in January.
- Introduction of the Faculty Workload Policy (Jason Vest)
  - Tabled until January.

#### Officer Reports:

- Senate President (Jacqueline Emerine):
  - Senate Executive elections are coming up soon. Current members are willing to stay but anyone interested can run for any of these positions.
  - Staff Congress has the green light to work with Reece promotions to make spirit wear more affordable. Michael Irwin is looking for a couple faculty members willing to serve on this committee.
  - In spring term Senate will meet at 1pm in the Student Union.
- Senate Vice President (Christine Curran):
  - Strategic planning is ramping up. There were 170 survey responses. The President is stepping away from the process in late January to see what faculty come up with. It will look different than Success by Design but will incorporate its important elements and will acknowledge faculty and staff roles in a successful university. There will be additional opportunities to provide feedback. The framework will be finalized in the spring so the Board can approve it in June.
- Secretary (Michael Providenti):
  - No report.
- Parliamentarian (Kathleen Fuegen):
  - No report.
- Graduate Council Chair (Dorea Glance):
  - No report.

**Commented [MP1]:** I got a comment that this should be "chairs," not members. I assumed my position as secretary could be challenged too. I could change this to "Current members of the Executive Committee are willing..."

#### Committee Reports:

- University Curriculum Committee (Richard Fox):
  - No report.
- Budget Committee (Janel Bloch):
  - Discussed raises and how they are framed as a percentage. Suggestion to make that a flat amount or use tiers so people on the lower end of the scale would get more. There might be a survey about this.
    - Feedback: Consider people who make 25K versus 250K. There haven't been cost of living raises. It is possible that a fixed dollar amount would be fairer.
  - Discussed the budget forum, was it helpful? RESPONSE: The sentiment is that it was helpful and it did clarify some issues. There was a request to see a breakdown of our administrator to student ratio.
  - There will be a summer compensation survey in the spring.

- Looking into what is happening with the tuition waiver and parking.
- Benefits Committee (Rebecca Elkins):
  - There were 21 available sabbaticals and 22 applicants. 21 were recommended.
  - There were 10 summer fellowships with 23 applicants. More than 10 were recommended.
  - There were 20 applicants asking for \$111K with only \$60K available in grant funding. The committee recommended more than \$60K.
  - The Provost should have the decisions by 12/20/24 so the awards can be announced.
  - There was discussion based on feedback regarding FDA evaluation tools and documentation. There should be some minor changes forthcoming. There will be suggestions to submit early, that late applications will not be accepted. There will be confirmations that applications have been received.
  - There is a Tuition Waiver Subcommittee which is ready to start in January.
  - The Rec Center is a big priority
  - There will be a discussion in January about Teaching Faculty and FDAs. Hopefully there can be a separate source of funding.
  - Parking issues will be discussed.
  - There will be a discussion about our health plan. 1/3 of claims are being denied. Budget Committee is planning a survey to gather information about the denials. Lori Southwood will attend an upcoming meeting.
- Professional Concerns Committee (Holly Riffe):
  - No report.
- TEEC (Chris Lawrence):
  - No report.
- General Education Committee (Andrea Brooks):
  - A couple of items to think about for the spring semester:
    - A few new courses the committee will consider in late January and into February.
    - Continued discussions around the foundation of knowledge policy document. We are now likely going to propose increasing the cap on the number of courses in general education. It's currently at 125. Won't be an astronomical increase, but a part of it is the way the courses are currently counted isn't always consistent and so what we'd like to do is just count every course as one course.

**New Business**

- None at this time.

**Old Business**

- None at this time.

**Announcements**

- None at this time.

**Adjournment**

- The meeting was adjourned at 2:33 pm.

Respectfully submitted,  
Michael Providenti  
Faculty Senate Secretary

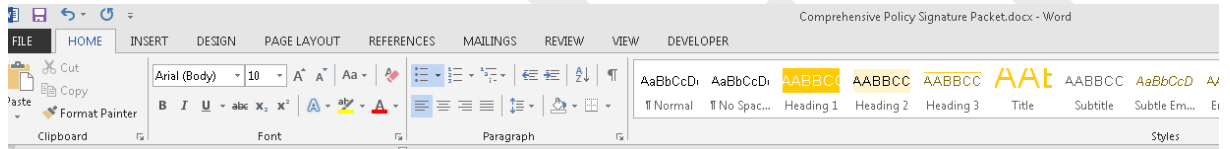


# POLICY INSTRUCTIONS/TEMPLATE/SIGNATURE PACKET

## Northern Kentucky University

### POLICY TEMPLATE INSTRUCTIONS

- **STOP: BEFORE COMPLETING THIS PACKET, YOU SHOULD HAVE AN APPROVED POLICY REQUEST FORM.**
- The university utilizes a standard policy template to facilitate consistency and clarity of university policies. The policy template is required for all university policies.
- Depending on the subject matter or nature of the policy, the policy may include any or all of the sections in the template.
- Additional sections not included in the template may also be added to the policy as Heading 2 subsections. Be sure to format as appropriate by clicking on Heading 2 in the Home tab.



- **At a minimum, the Policy Name, Type, Responsible Official, Responsible Office, Policy Statement, Entities Affected, and Revisions (if appropriate) sections must be completed.**

The effective date, next review date, and superseding policy sections will be completed upon approval of the policy.



# UNDERGRADUATE ACADEMIC INTEGRITY

**POLICY TYPE:** ACADEMIC

**RESPONSIBLE OFFICIAL TITLE:** ASSOCIATE PROVOST FOR ACADEMIC AND STUDENT AFFAIRS

**RESPONSIBLE OFFICE:** ACADEMIC AND STUDENT AFFAIRS

**EFFECTIVE DATE:** 8/19/2024

**NEXT REVIEW DATE:** 8/19/2029

**SUPERSEDES POLICY DATED:** [CLICK HERE TO ENTER A DATE.](#)

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

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):

PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. POLICY STATEMENT

*Describe the policy's substance, core provisions, or requirements. A policy should be clear, concise, and written in plain language. State the policy provisions; this section should **not** be simply an introduction or rationale for the policy.*

### 1. Preamble

This Undergraduate Academic Integrity Policy is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

The purpose of the Academic Integrity Policy is to establish standards of academic conduct for students at Northern Kentucky University and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these rules. Each Northern Kentucky University student is bound by the provisions of the Academic Integrity Policy and is presumed to be familiar with all of its provisions. Students also should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity in all matters, whether covered in the Academic Integrity Policy or not. The success of this commitment begins in the diligence with which students uphold the letter and the spirit of the policy.

### 2. Standards of Academic Conduct and Integrity and Consequences for Their Violation

I. A student at Northern Kentucky University shall not:

- a. Engage in any conduct involving academic deceit, dishonesty, or misrepresentation.
- b. Give, receive, or use unauthorized or prohibited information, resources, or assistance on an examination, assignment, or graduation requirement.

- c. Submit work for any examination, assignment, or graduation requirement that is composed or completed by another person, an external resource, or Generative Artificial Intelligence (GenAI), and claim it as their own.
- d. Write, take, research, develop, prepare, or create an examination, assignment, or graduation requirement for another student, in whole or in part.
- e. Submit an examination, assignment, or graduation requirement written, taken, researched, developed, prepared, or created by another person, in whole or in part.
- f. Submit an examination, assignment, or graduation requirement that the student has or will submit for credit in another course, without express approval from the instructors in each of the courses.
- g. Prevent or interfere with the use by other students of any library, laboratory, studio, field, or other course-related resource; or
- h. Damage or impair any library, laboratory, studio, field, or other course-related resources or another student's completed assignments.

These prohibitions shall not preclude an instructor or department from assigning team projects, cooperative efforts, and other similar activities in a course or for a graduation requirement and are subject to modification in order to adhere to the NKU Policy on Accommodations for Students with Disabilities.

Generative Artificial Intelligence (GenAI) use is expected and encouraged when it is used in a way that aligns with academic integrity standards, maintains the originality of student work, and is used transparently and responsibly in accordance with the AI guidelines established in the course syllabus and the course's learning objectives.

Students are expected to remain informed about the AI tools they use and take full responsibility for their output, including factual accuracy. Toward such ends, students may be asked for additional supplementation to assignments, such as citation of AI work, an appendix of used tools, or a separate conversation with the instructor to showcase understanding of the assignment objectives.

Failure to adhere to these expectations constitutes a possible violation of NKU's academic integrity standards and may result in disciplinary action.

II. A student who violates one of the above provisions will be identified to the program director, department chair/school director, academic dean, or designee) The student may also be subject to one or more of the following consequences:

- a. For the first violation, any one or a combination of the following:
  - i. Faculty-imposed sanction(s) as outlined in the course syllabus;
  - ii. An oral admonition or reprimand;

- iii. A written admonition or reprimand;
  - iv. A reduction in the grade or a grade of “F” in the course, examination, or assignment;
  - v. Expulsion from the course through university conduct action, as outlined in the Community Standards and Student Rights document (The Code).
- b. When a reduction in grade, a grade of “F” in the course/exam/assignment, or expulsion from the course (items II.a.iv and II.a.v above) is imposed and finalized, whether through the appeal process detailed in the *Procedures* section below or if the student accepts the sanction without appeal, a report of the violation will be submitted to the Office of Student Conduct through the appropriate online reporting form. This allows tracking of violations across courses and colleges.
- c. For multiple violations of the above provisions, where suspension or expulsion from the University may be warranted, the case will be referred to the Office of Student Conduct, which will initiate hearing and appeal procedures according to the Community Standards and Student Rights document.

## II. ENTITIES AFFECTED

*List the positions, units, departments, groups of people, or other constituencies to which the policy applies or has a material effect.*

NKU Students, Faculty, and Staff

## III. AUTHORITY

*If applicable, please provide citations and links (URLs) to any sources of authority for the policy. Examples include state or federal laws, Governing regulations, Board of Regents minutes, or an external accreditation agency.*

Click here to enter text.

## IV. DEFINITIONS

*Define any terms used in Section 1 above that would help in the understanding or interpretation of the policy. Before including terms in this section (a) ensure that they appear in Section 1 and (b) consider whether explanations of the terms would be better embedded within Section 1. Terms already explained in Section 1 need not be redefined in this section.*

Artificial Intelligence: The simulation of human intelligence in machines that are programmed to think and learn like humans. These systems can perform tasks that typically require human intelligence, such as visual perception, speech recognition, decision-making, and language translation.

Generative Artificial Intelligence: Generative AI refers to a type of artificial intelligence that can create new content, such as text, images, music, or even code, based on the data it has been trained on. Unlike traditional AI, which might classify or predict based on existing data, generative AI can produce original outputs.

The Code: Refers to the Community Standards and Student Rights document, approved by the NKU Board of Regents on June 15, 2022, and located here: <https://inside.nku.edu/studentaffairs/departments/dean-of-students/community-standards/community-standards-student-rights.html>

## V. RESPONSIBILITIES

Provide the position titles, departments, or divisions that are responsible for implementing the policy. Next to each entity, enumerate the responsibilities necessary to implement and enforce the policy.

## VI. COMMITTEE

If the policy creates an official university committee, describe the Committee's role, responsibilities, and composition (titles of positions).

[Click here to enter text.](#)

## VII. PROCEDURES

Describe the **MINIMUM ACTIONS** required to fulfill the policy's requirements. This section should **NOT INCLUDE** internal protocols, guidelines, optional or purely desirable actions. **Note:** This is not a required section. In general, avoid including detailed procedures within the policy. Instead, this section could refer to where procedures could be found. For example, a parking policy could refer to the current procedures on NKU's parking services website and give the URL for that site.

### Academic Departmental Procedure

- A. A course instructor who has sufficient information to believe that a student has violated the Academic Integrity Policy shall notify the student within five (5) business days from the date of discovery of the alleged violation unless extenuating circumstances apply. (Note: an instructor is not required to report an incident or take any action if, in their professional judgment, the student's conduct should be dealt with outside the Academic Integrity Policy as an academic or administrative matter, and the conduct is so dealt with promptly.) If grades must be turned in during the meantime, the instructor shall give the student a grade of incomplete. The notice to the student should indicate the assignment or other behavior that the instructor believes demonstrates that the student violated the policy. No particular level of detail is required, but the student receiving the notice should be able to identify from it the acts that they are believed to have done and how those violated the policy.
- B. As used in this policy, "sufficient information to believe" means that the instructor has already conducted an informal investigation into the conduct that the instructor found to be suspicious. This informal investigation may include the use of software to determine the extent which the work matches other work done by the student, other students in the class, or any other persons; a consideration of other work submitted by the student; and/or an examination of the work for inconsistencies that may indicate inappropriate use of Generative Artificial Intelligence. The investigation may also consider statements made to the instructor by others, or other pertinent information.
- C. After receiving the notice, the student may submit any materials to the instructor that the student wishes the instructor to consider. The instructor shall arrange a meeting to discuss the matter with the student, although the student may waive participation in the meeting. After the conclusion of the meeting and consideration of the student's submissions, if any, the instructor shall determine whether a preponderance of the evidence demonstrates that the student violated the Academic Integrity Policy. If the instructor concludes that there was no violation, the process is over, and the instructor should replace any grade of incomplete with a final grade. If the instructor concludes that the student did violate the Academic Integrity Policy, then the instructor should take appropriate action to sanction the conduct. The instructor shall report the

incident and sanctions in writing within five (5) business days to the student, program director, department chair/school director, and academic dean or vice provost, or their designee.

- D. If the student disagrees with the instructor's decision, the student may appeal in writing to the department chair/school director within five (5) business days of receipt of the decision of the instructor. If the department chair/school director is the instructor, the appeal will be addressed to the academic dean or their designee. If the appeal is not requested in the time allotted, the instructor's action shall be final and binding. If the student's written appeal is received by the chair/director within five (5) business days of receipt of the instructor's decision, the chair/director will meet with the student within five (5) business days of receipt of the appeal. The chair/director will notify the student of his/her decision in writing within five (5) business days of the meeting. The chair/director will forward a copy of the written decision to the instructor, the academic dean (or their designee), and will retain a copy in the department files.
- E. If the student is dissatisfied with the decision of the department chair/school director, the student may appeal to the academic dean, or if no academic dean exists to the vice provost for undergraduate academic affairs or his/her designee by submitting a written request of appeal within five (5) business days after receipt of the chair/director's decision. The academic dean or vice provost or his/her designee will notify the student of his/her decision in writing within five (5) business days of receipt of the appeal. The academic Dean or vice Provost or his/her designee will forward a copy of the decision to the program director, department chair/school director, and the instructor.
- F. If the student is dissatisfied with the decision of the academic dean or vice provost, the student may appeal to the Academic Appeals Panel by submitting a written request of appeal in care of the academic dean or vice provost within five (5) business days after receipt of the academic dean's or vice provost's decision. Within five (5) business days of receipt of the student's written appeal, the academic dean or vice provost will convene an Appeals Panel to consider the appeal.

The Appeals Panel will consist of:

- a. Two faculty members chosen by the academic dean or vice provost at the beginning of the academic year. These choices will be made from a group comprised of one representative from, and chosen by, each department responsible to the academic dean or vice provost.
- b. One faculty member chosen by the academic dean from the college or vice provost from the program in which the appeal was initiated. Should this department or program already be represented on the panel, the academic dean or vice provost will select the third faculty panel member from the original group of department or program representatives referenced above. The faculty member whose decision is in question may not sit on the panel. Other panel members will be excused when a conflict of interest exists.
- c. Two students. These panel members plus an alternate will be chosen from the academic college by the academic dean or vice provost from the department or program at the beginning of the academic year. If these students are unavailable, the academic dean or vice provost will select two student panel members and an alternate student to serve on the committee. The student initiating the appeal may not sit on the panel. Student panel members will be excused when a conflict of interest exists.

The academic dean or vice provost will convey to the Academic Appeals Panel the entire file of the case. If the Academic Appeals Panel determines that the case meets any of the grounds for appeal, the panel will proceed to a full hearing of the appeal within a reasonable time period (not to exceed 20 business days). A full hearing may include collection of evidence by the Appeals Panel through research and interview. Insofar as possible, all persons directly involved in the appeal will cooperate by honoring the panel's requests for information. Both the faculty member and the student have the right to engage the Appeals Panel. All information relevant to an appeal will be held in strict confidence during the appeal process and upon its conclusion. The Appeals Panel will provide a written report of its decision to the academic dean or vice provost within five (5) business days of the formal hearing. The academic dean or vice provost will send notification of the Appeals Panel's decision to the student, instructor, program director, department chair/school director, and the Director of Student Conduct.

G. The Academic Appeals Panel's decision shall be final and binding, except in cases of possible suspension or expulsion, which are referred to the Office of Student Conduct.

## VIII. REPORTING REQUIREMENTS

*Describe any required reports related to the policy. Include the position title of the official or name of the department responsible for furnishing the report, and the internal and external bodies to which the report must be provided.*

[Click here to enter text.](#)

## IX. EXCEPTIONS

*Describe when exceptions are allowed, the process by which exceptions are granted, and the title of the university official authorized to grant the exception.*

[Click here to enter text.](#)

## X. TRAINING

*List the positions, departments, offices, or divisions responsible for implementing training. Include the entities that should receive training (e.g. Staff, Faculty, Administrators, etc.) and the frequency at which training should be delivered (at-hire, annually, bi-annually, etc.)*

[Click here to enter text.](#)

## XI. COMMUNICATIONS

*List any university committees, groups, boards, councils, or other groups to which this policy or revisions to this policy should be communicated.*

NKU Students, Faculty, and Dean of Students

## XII. REFERENCES AND RELATED MATERIALS

### REFERENCES & FORMS

*Link any forms or instructions needed to comply or implement this policy. If links are unavailable, attach forms to this policy as examples.*

Click here to enter text.

## RELATED POLICIES

*Link any currently existing policies related to this policy. If unable to obtain a link, simply list the names of the related policies.*

Click here to enter text.

DRAFT

# CONSTITUTION OF THE FACULTY SENATE NORTHERN KENTUCKY UNIVERSITY

- approved by the Faculty Senate on December 16, 2022 -

- approved by the General Faculty on April 24, 2023 -

- approval by the Board of Regents -June 14, 2023

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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 ~~T~~tenured and ~~T~~tenure-track faculty, and full-time, ~~non-tenure-track-renewable~~Teaching 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) **Definitions.** “Unit” is defined as all academic units with full-time faculty members below the level of college OR not given the status of college in Article IV. Section B-2. (e.g., Learning Plus, Honors, First-Year Programs).

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2) The Senate consists of representatives from each department, academic units below the level of college and at-large representatives from each college of the colleges and schools. (In further descriptions, any reference to department shall also refer to school.) For election purposes, all units not granting degrees (e.g., Learning PLUS, First-Year Programs, and Honors, School-Based Scholars, Young Scholars Academy) shall be considered a single department-unit 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 entitled to one Senator. 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.

3) **Unit-level representatives.** Each unit will have a minimum of one elected representative to the Faculty Senate. When the number of full-time faculty members in the unit is greater than or equal to 25, the unit’s faculty will be permitted to elect additional representatives to ensure diverse representation across the larger unit. Units requesting additional representatives must notify the President of the Faculty Senate by April 30<sup>th</sup> prior to election of representative/s for the next academic year. The following table and formula shall be used to determine minimum and maximum unit-level representatives.

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<u>Unit size (full-time faculty)</u>	<u>Minimum number of elected Senators</u>	<u>Maximum number of elected Senators</u>
0-24	<u>1</u>	<u>1</u>
25-34	<u>1</u>	<u>2</u>
35-44	<u>1</u>	<u>3</u>
45-54	<u>1</u>	<u>4</u>

4) At-large representation. The number of at-large representatives for an academic college will be based on the total number of full-time Tenured, Tenure-track, and Teaching faculty in the college. There will be one at-large representative for every 35 faculty members unless the total number of faculty is less than 35. In that case, the college will have one at-large 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.~~

5) Unit-level representatives shall be elected by the faculty of that unit prior to the first meeting of a new academic year.

~~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.~~

6) The Graduate Programs representative shall be chosen by a vote of the graduate faculty in an election conducted by the Graduate Council prior to the first meeting of a new academic year.

~~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 all other faculty Senators other than those elected by departments shall be presided over by the Elections Committee of the Faculty Senate.~~

8) All Senators shall serve for two-year terms, with approximately one-half being elected each year. The term of office shall run from Aug. 15th through Aug. 14th of the following year.

~~9) 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.~~

~~10) 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)11) Vacancies

- a) Vacancies of one semester or more in ~~departments~~ academic units 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 unit,~~ 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 unit~~ elected by the faculty of ~~the department or school that unit.~~ ~~Independent academic programs~~ Committees may, upon approval of the Executive Committee, elect ~~an~~ additional representatives. ~~Requests must be made no later than April 30<sup>th</sup> of the preceding academic year, 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,

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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  
University Curriculum 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 and/or oral 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 of 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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