

**FACULTY SENATE MEETING**  
**April 28, 2025**

**Members and Officers present:** Ryan Alverson, Jason Applegate, Janel Bloch (Budget), William Boyce, Andrea Brooks\* (Gen Ed), Kinsey Bryant-Lees, Kimberly Clayton-Code, Joe Cress, Christine Curran (Senate Vice President), Rebecca Elkins (Benefits), Jacqueline Emerine (Senate President), John Farrar, Richard Fox (UCC), Kathleen Fuegen\* (Parliamentarian), Dorea Glance\* (Grad Programs), Michael Guy, Jackie Herman, William Herzog, Stephen Johnson, Ken Katkin, Suk-hee Kim, Edward Kwon, Chris Lawrence (TEEC), Michael Providenti (Secretary), Holly Riffe (PCC), Dana Ripley, Robert Salyer, Andrea South, Sandra Spataro\* (Faculty Regent), Mehmet Sulu, Jessica Taylor, Brandelyn Tosolt (Faculty Advocate), Jessica Lott (for Monica Wakefield), Eileen Weisenbach-Keller, Zach Wells, Darrin Wilson, Matthew Zacate, Junxiu Zhou, Marcia Ziegler  
(an asterisk \* indicates ex officio members)

**Members and Officers absent:** Jitana Benton-Lee, Carole Cangione, Irene Encarnacion, English Dept., Boshra Karimi, Jennifer McLeod, Burke Miller, Laryn O'Donnell Knudson, Kajsa Larson, Nile Patterson, Patrick Schultheis

**Guests:** Cady Short-Thompson (President), Diana McGill (Provost), Terkerah Washington (Staff Congress), Grace Hiles (Faculty Senate Office), Collin Jarrell (SGA), Terrance Anderson, Amanda Andrews, Chris Calvert, Joe Cobbs, Vicki Cooper, Emily Detmer-Goebel, Grant Garber, Allyson Graf, Greg Hatchett, Lee Kersting, Kevin Kirby, Tonya Krause, Alar Lipping, Joe Nolan, Peter Rinto, Sara Runge, Amal Said, Steve Slone, Donna Smith, Jason Vest, Karen Vietz, Dolores White, Robert Zai

**Call to Order, Adoption of Agenda**

The meeting was called to order by Senate President Jacqueline Emerine at 1:05 pm with a quorum present. The agenda was adopted as distributed.

**Approval of Minutes**

The minutes from the March 31, 2025 meeting were approved as distributed.

**Guests**

President (Cady Short-Thompson)

- Chris Calvert (VP of Finance and CFO) presented a concise version of the budget presentation scheduled for Wednesday 4/30/25. Highlights included:
  - A shortfall in performance funding for next year (the performance funding model favors volume over retention and graduation rates; therefore, the flagship universities outperformed the regionals). However, base funding for WKU and NKU needs to be addressed before performance funding.
  - Last year, fees did not come to Faculty Senate before they were sent to the Board. That will be remedied next year. Fees are addressed in the budget presentation. The fees in the presentation are still subject to change.
- Presentation (Chris Calvert)
  - Budget priorities include: a balanced budget and positive cash flow; 3% salary increase; support for student services; and building a university surplus.
  - The performance funding calculation was shared by CPE a week ago. NKU's share is \$1.9M less than anticipated.
  - Proposed tuition rates for undergraduate, traditional, and returning students will increase 3.9% (CPE's maximum). 3-state-1-rate will increase 3.9%. International and out-of-state

will remain the same. Undergrad AOL will increase 3.9%. Dual enrollment will increase 3.2%. Graduate programs will increase between 2.5 and 3.9%.

- NKU's AOL rate, compared with other institutions, is incredibly low. NKU is decreasing the annual AOL discount \$20/credit hour across the board. Half of the change in the discount comes to NKU.
- Student fees will increase 2.8% across the board. These fees have not increased for years and need to be adjusted for inflation.
- Is there concern about affordability with the increases? NKU is below many of our competitors. UC students, for example, pay three times more in fees.
- More details will be provided at the 4/30/25 Budget Forum.

#### Provost (Diana McGill)

- Email will soon be going out to invite people to serve on three search committees including Assistant Vice Provost for Student Success. Working with deans and Academic Affairs Council on position descriptions.

#### Faculty Regent (Sandra Spataro)

- A new regent was recently sworn in.
- The Budget Sub-Committee will meet before the June Board meeting. The Board will vote on fees in the June meeting.

#### Staff Congress (Terkerah Washington)

- The results of the staff budget survey were presented. The findings: the higher in pay, descending percentage or flat dollar amount. This information has been sent to President Short-Thompson.
- Green Zone Brigade training with Rusty Martin on 5/27/25.
- Faculty and staff picnic is coming up on 8/8/25.
- From the faculty side (John Farrar) 34% of faculty prefer 3% and 66% prefer something else. Faculty with higher salaries prefer the 3% raise. The flat percent was not a majority preference for any faculty group. Faculty earning less than 50K and 50-100K preferred a decreasing percentage (lower percentage for higher salaries). For 100K+, the plurality preferred the flat percentage. HR indicates the 3% across the board is possible. Percentage +/- depending on salary is more difficult but possible. SAP currently has a module for a flat percentage. Other options will require programming.
- Link to the Staff Budget Survey report:  
<https://inside.nku.edu/content/dam/staffcongress/secure/docs/StaffCongressSurveys/Staff%20Congress%20Salary%20Survey%20Report%20comments%20synthesis%20AI%20analysis.pdf>  
(password required)
- Link to salaries: <https://transparency.ky.gov/search/Pages/SalarySearch.aspx#/salary> and <https://hdl.handle.net/11216/4492>
- ACTION: Faculty Senate President will send out the links.

#### SGA (Collin Jarrell)

- The new SGA administration has been sworn in. College of Business and A&S have full membership. No reps from Health and Human Services, Education, or Informatics.
- There are currently 7 senators (there can be up to 30).

Presentation of research relevant to the Faculty Workload discussion (Kathleen Fuegen and Gregory Hatchett)

- The research sought to understand occupational experiences of full-time faculty at public regional universities in Kentucky. 2400 full-time faculty were surveyed about teaching-load, hours worked, and distribution of workload. The results addressed teaching, scholarship, service, and advising.
- A key predictor of dissatisfaction was the discrepancy between how people spend their time and how they would prefer to spend their time. The largest discrepancy is time spent on scholarship.
- This research could help inform a workload policy.
- ACTION: This report will be shared with faculty senators by the Faculty Senate President.

Discussion on the Faculty Workload Policy (Jacqueline Emerine, John Farrar, Kathleen Fuegen, Chris Lawrence, Brandelyn Tosolt, and Jason Vest)

- The working group examined workload policies at WKU, ECU, UT Chattanooga, Sam Houston State, UNC Asheville, and Youngstown State.
- Other universities include scholarship, creative activity, and research as part of workload. NKU's policy only addresses teaching.
- Other universities' workload policies include all full-time faculty. NKU's policy only addresses tenure-line faculty. NKU's policy states that 12-semester credit hours is the maximum required undergraduate teaching load for all full-time tenure track faculty.
- Research shows that across universities:
  - Many department chairs and school directors lack information about what the faculty and their units are actually doing. Without sufficient information, bias in decision making is likely to occur.
  - Faculty don't always know what other faculty in their units are doing, and hence, don't know what is enough.
  - Turnover often results from perceptions of a lack of fairness, a lack of transparency, and a lack of recognition for the work that people do.
- 4 years ago, stipends were given to some faculty for enrollments of over 30 students in a class but not others. Some faculty were required to teach 4/4 with high levels of scholarship and service while others taught 3/3 or 2/2 with little service. Deans were often unaware of workloads in other colleges.
- The policy in Handbook 13.1 applies to less than 10% of full-time faculty. It only applies to undergraduate teaching tenure-line faculty.
- NKU averages around 21 to 22 reassigned time for full-time faculty. In FY24, there was \$3.2M in supplemental pay of which \$1.6M is faculty extra pay (larger classes, service, program director duties, summer stipends, etc.). In FY17 that amount was \$800K. On average, this is a 3/3 load with extra pay. This demonstrates the need for a comprehensive overarching policy that addresses generally what workload is while allowing specific departments to define the workload calculations that would be based upon their discipline.
- Currently, there is not a mandate for academic units to have a workload policy. A workload policy would provide some procedural safeguards. The policy would need to be approved by a majority of faculty in the unit. The policy would define a workload for an academic year as 30 workload units. Each unit would be about 2.5 hours and a total of 37.5 hours per week. The proposed policy provides a ceiling which defines how much work is enough.
- DISCUSSION:
  - Were accreditation standards considered in the discussion? Yes, this is a part of the draft policy.
  - Would the policy affect the ability to teach in overload for extra compensation? The draft has an option to take that as credit for a future semester or be paid as a stipend. Last year \$176K was spent on overload teaching, which was not a part of the \$1.6M extra pay.

- What happens if we find that all the faculty in a department work in excess of 40 hours? How do we make the work fit within 37.5? The first step is to find out. This hasn't been measured before. Think of it like departmental RPT guidelines – what are activities worth in your unit (e.g., labs, coordination, grad versus undergrad, section size).
- This policy will be brought back to Faculty Senate in fall '25 for discussion and vote.
- Concern was raised that there should be an opportunity to test how activities could be scored and see the results, that there could be an increased teaching load for teaching faculty, and that there is a lack of resources for funding research. Response: this policy cannot fix these funding issues, but it can help to clarify our priorities and say that faculty well-being is a priority.
- There was a suggestion to use what would be the policy to collect information for a year before voting on the policy.
- There was an observation that none of the members of the work group were teaching faculty. Suggestion to indicate workload is 24 hours teaching plus 6 for scholarship, creative activity, or service. If teaching faculty workloads become 5/5, there won't be time to participate in service. Response: Currently, teaching faculty participate in service but that doesn't count toward workload. Under the proposal, it would count. The amount of service done by teaching faculty has increased. In FY14 there were 400 tenure-line faculty. In FY24, 300. In the fall of 2022, non-tenure lines dropped from 258 to 202.
- The university policy will allow the departments to determine what a workload should look like.
- A GPT was sent on 4/17 to address the faculty workload policy: <https://chatgpt.com/g/g-67f3e3ed51ec8191b78dc59490f251b8-nku-faculty-workload-questions>

## **New Business**

- Alcohol, hazing and drug-free policies (Grant Garber)
  - Alcohol policy. Answers to outstanding questions from the last meeting: 1) NKU PD and Housing are ready for this policy and 2) Delta 8 is not illegal but behaviors that arise from abuse can be addressed.
    - An amendment was proposed and reviewed by university legal counsel to add:
 

“G. Education and Research: Coursework covering the biological process of fermentation, laboratory training in fermentation processes relevant to careers in industry, brewing, wine-making, and distilling, and research on fermentation processes will be exempt from this policy so long as all applicable state and federal laws are followed.”
    - VOTE: Motion to accept the amendment to the Alcohol policy carried.
    - VOTE: Motion to approve the Alcohol policy as amended carried.
  - Hazing policy.
    - VOTE: Motion to approve the Hazing policy carried.
  - Drug Free Campus policy.
    - VOTE: Motion to approve the Drug-Free Campus policy carried.

## **Officer Reports**

### **President (Jacqueline Emerine)**

- Finalists for the Chief Human Resource Officer. The first candidate was on campus 4/28. The second candidate will be 4/29 at 12:00pm in SU109, and the third candidate Monday 5/5 at

1:00pm in SU302.

- Voting closes on Friday 5/2 for the Faculty Advocate position.

Vice President (Christine Curran)

- Upcoming vote on Senate Constitution. Work through committee chairs if your department needs additional representation on senate committees.

Secretary (Michael Providenti)

- No report.

Parliamentarian (Kathleen Fuegen)

- No report.

Graduate Council Chair (Dorea Glance)

- Question about timing of election of a faculty senator to represent Graduate Council. This will be discussed at a later date.

### **Committee Reports**

University Curriculum Committee (Richard Fox)

- We had our last scheduled meeting on April 17. We did not approve the updated UCC bylaws or any of the college curriculum committee bylaws as several of the college curriculum committee bylaws are not yet ready. We will vote on the bylaws in the fall, probably our second September meeting, and then bring the revised UCC bylaws to the senate for approval.
- If there are any last-minute curriculum items to approve over the next two weeks, we will likely hold an email vote, otherwise we are done for the semester.
- I have asked UCC reps to submit updated SLO repositories if any SLOs were updated or new courses approved during the year for those departments that have submitted their SLO repository.

Budget Committee (Janel Bloch)

- Finalizing support for the Faculty Budget Survey.
- The overall faculty results on the salary question:
  - 232 responses - 44% response rate
  - 34% - Flat 3%
  - 13% - Flat \$ amount
  - 34% - Decreasing %
  - 12% - Hybrid
  - 7% - Other
- Budget forum coming up.
- The Provost and CFO will discuss the budget at the last Budget Committee meeting on 5/7.

Benefits Committee (Becky Elkins)

- Benefits committee is creating a webpage to simplify the faculty benefit awards.
- The last meeting will be 5/7. The Provost will attend and phased retirement will be discussed.
- Faculty Senate Scholarships: 2 students will receive half scholarships; 1 student will receive a \$500 book award. The awards are given on 5/9.
- HR will be at the next meeting. Bring questions regarding dental, health, or other benefits.

Professional Concerns Committee (Holly Riffe)

- PCC meets 5/1.
- There will be no vote on the workload policy. There may be a resolution to continue working on the policy.
- University legal counsel will return to talk about current state legislation.

TEEC (Chris Lawrence)

- Syllabi have been updated in accordance with HB4. They will be shared once approved by legal counsel and the Provost's office. Anyone creating a summer course should use the new common syllabi. The new syllabus template has a tool that will allow faculty to create their own AI statement. The Provost's office will send an announcement.
- Course evaluations should have been sent last Monday. Checking with Abdu's office about that.

General Education Committee (Andrea Brooks)

- The committee has wrapped up meetings for the year. An email went out today (4/28) recapping a lot of the committee's work from the year. I'll just highlight a couple of things worth noting:
  - New course proposals for next year will need to be submitted in Curriculog and through college curriculum by the end of the Fall semester
  - Assessment for next year: courses in the Math and Statistics/Natural Sciences categories are up next

**Old Business**

- None at this time.

**Announcements**

- None at this time.

**Adjournment**

- The meeting was adjourned at 3:08 pm.

Respectfully submitted,

Michael Providenti  
Faculty Senate Secretary

## **16.20 ALCOHOLIC BEVERAGES**

*Related NKU Policy: [Alcoholic Beverages](#)*

### **I. Policy Statement**

This policy establishes Northern Kentucky University's rules relating to alcoholic beverages. These rules reinforce the University's commitment to maintaining its campus as a safe place to learn and work and to fostering a healthy campus culture for its students and employees:

- The service, sale, possession, consumption, and manufacture of alcoholic beverages is prohibited on the University's campus and in its activities on and off campus, and employees may not consume alcoholic beverages while performing University responsibilities on or off campus, except where permitted by this policy.
- University employees may not be under the intoxicating influence of alcoholic beverages while on campus or while performing University responsibilities on or off campus.
- University funds may not be used to purchase or reimburse the purchase of alcoholic beverages. Northern Kentucky University Foundation funds may be used in accordance with the Foundation's procedures
- Even when use of alcoholic beverages on campus is permitted by this policy, individuals under the age of 21 are prohibited from possessing, purchasing, and consuming them. In addition, it is a violation of this policy to provide an underage individual with an alcoholic beverage or otherwise assist an underage individual with obtaining alcoholic beverages
- Conduct relating to alcoholic beverages that is prohibited by criminal law is also a violation of this policy where the conduct occurs on campus, in connection with University off-campus functions, and/or during an employee's performance of University responsibilities on and off campus (e.g., driving while intoxicated, use of false or fraudulent identification cards to obtain alcoholic beverages). Public intoxication as defined by Kentucky law is prohibited on the University's campus.

Other University policies and rules also apply to use and misuse of alcoholic beverages, including the Prohibition of Hazing policy, the Code of Community Standards and Student Rights, the Registered Student Organization Handbook, and relevant provisions of the University's housing contract. The University maintains a separate Drug-Free Campus policy.

### **II. Policy Applicability**

This policy applies to all spaces and activities on the University's campus, including for example:

- residence halls;
- the conduct of all individuals, groups, and entities while on the University's campus, including employees, students, student organizations, contractors and service providers, and visitors;
- University-organized activities and functions that occur off campus; and
- the performance of University responsibilities by employees on and off campus.

This policy also applies to spaces and activities at properties leased by the University for its functions and activities.

This policy does not apply to the residential properties that are owned by the University and leased to individuals or other entities for use as private homes or for organizational uses.

This policy does not apply to events hosted off campus by the Northern Kentucky University Foundation.

As used in this policy, “alcoholic beverage” has the same meaning as provided by Kentucky law.

### **III. Education Programs**

The University will provide periodic education, training, and other resources to the campus community regarding the health impacts associated with use and misuse of alcoholic beverages, dangers of underage alcohol consumption, and alcohol addiction. The University also will maintain a program to prevent the abuse of alcoholic beverages by students and employees, as required by federal law.

### **IV. Exceptions**

Alcoholic beverages may be served, sold, possessed, and consumed as described in the exceptions established below and only in a manner that is legal and responsible.

Even when use of alcoholic beverages is permitted by this policy, individuals engaging in activities involving alcoholic beverages must comply with applicable state and local laws. When required by law, state and/or local permits must be obtained prior to service of alcoholic beverages, and when those permit requirements apply, the terms and conditions of permits must be followed in connection with any event involving alcoholic beverages.

Note that in many instances, alcoholic beverages may be sold or provided on campus only by the University’s contracted caterer(s) or concessionaire(s). In those cases, the caterer / concessionaire may be responsible for obtaining and ensuring compliance with state and local laws and permitting requirements, and event participants therefore must comply with protocols required by the caterer / concessionaire.

#### **A. Official University Functions**

Alcoholic beverages are permitted at official University functions, on and off campus, when organized or approved by the President, Board of Regents Executive Secretary, Provost and Executive Vice President for Academic and Student Affairs, Vice President for Administration and Finance, Vice President for Student Affairs, Vice President and Director of Athletics, Vice President for Advancement, or their designee(s).

#### **B. Arena Events**

Alcoholic beverages may be sold, served, and consumed during events at Truist Arena in accordance with the University’s arena management contract and applicable laws. The University may prohibit alcoholic beverages at certain events (e.g., commencement).



### **C. Northern Terrace Residence Hall**

Residents of Northern Terrace Residence Hall and their guests (21 and over) may possess and consume alcoholic beverages in residence hall rooms for the 2025-26 academic year, with extensions to be considered at a later date. Alcoholic beverages may not be consumed in any other areas of Northern Terrace, including in common areas. Northern Terrace residents and guests must comply with other specific rules and housing contract terms applicable to that facility.

### **D. Student Events**

Alcoholic beverages may not be served or consumed at Registered Student Organization campus events or at other primarily student-facing campus events unless approved in advance by the Vice President for Student Affairs or designee. These events may be subject to additional requirements established by Student Affairs. At least fourteen (14) days prior to any such events involving alcoholic beverages, the event leader must complete and submit an [NKU Alcoholic Beverage Event Form](#).

### **E. Foundation Events**

Events hosted on the University's campus by the Northern Kentucky University Foundation may involve the service and consumption of alcoholic beverages when approved by the Vice President for Advancement and operated in compliance with applicable laws and permits.

### **F. Private Events**

Alcoholic beverages are permitted at private events held by outside entities on the University's campus when permitted under the entity's contract with the University or otherwise authorized by the Vice President for Administration and Finance or designee, approved in advance by the University and when so long as the service and consumption of alcoholic beverages complies with the relevant facility use agreement and permitting requirements.

### **G. Other Exceptions**

Additional exceptions to this policy may be granted by the President, the Provost and Executive Vice President for Academic and Student Affairs, or the Vice President for Administration and Finance.

### **V. Advertising and Marketing**

Advertising, marketing, and promotion of alcoholic beverages is prohibited on the University's campus, except for advertising and signage in Truist Arena that is permitted by the University's multi-media rights and other relevant agreements.

### **VI. Amnesty for Students**

The University recognizes that students may be hesitant to report severe misconduct involving alcoholic beverages, including hazing and sexual misconduct, due to fear of potential consequences of their own behavior, such as underage consumption. To encourage reporting, the University will extend amnesty to students who are victims and/or witnesses of such severe misconduct and who truthfully report it.

## VII. Enforcement

This policy is enforced by the following officials:

- For students, by the Vice President for Student Affairs or designee;
- For faculty, by the Provost and Executive Vice President for Academic and Student Affairs or designee;
- For non-faculty employees, by the Chief Human Resources Officer or designee; and
- For all other individuals, by the University office with supervision over the corresponding contract or event.

Students and student organizations who violate this policy are subject to disciplinary action according to the [Code of Community Standards and Student Rights](#) and the [Registered Student Organization Handbook](#).

Employees who violate this policy are subject to disciplinary action according to applicable processes.

Other individuals and entities who violate this policy may be removed from campus and are subject to other penalties [and/or criminal prosecution](#).

The Northern Kentucky University Police Department has authority to enforce criminal laws regarding alcohol use, possession, and related misconduct.

*Edited: 7/2024: Updated terminology for Code of Student Rights and Responsibilities (now called Community Standards & Student Rights)*

### **16.20. University Alcoholic Beverage Policy and Regulation**

#### **16.20.1. Institutional Statement of Policy**

Students at Northern Kentucky University who are 18 years of age or older are legally adults capable of increasing their ability to manage their affairs. Current Kentucky law and Northern Kentucky University's policy prohibit the possession and use of alcohol by those under 21 years of age. Although the University does not condone violation of the law for persons of any age, neither does it operate in loco parentis with regard to students. The law, however, does require that universities exercise a duty of care in acting reasonably to provide a safe environment for their students. Northern Kentucky University's responsibility toward students is not to control their behavior, but rather to educate them to make appropriate and effective decisions in their own lives.

If members of the Northern Kentucky University community decide to consume alcoholic beverages, it is the policy of the University to encourage responsible use and to discourage the misuse and abuse of alcoholic beverages. The University recognizes that each person, within the limit of the law, has the right to decide freely whether or not to consume alcoholic beverages;

however, no person has the right, under the influence of alcohol or otherwise, to abuse the rights or endanger the health, welfare, and property of self or others.

The University supports the following statements relating to the consumption of alcoholic beverages by all persons:

- 1) ~~There are acceptable alternatives to drinking alcoholic beverages.~~
- 2) ~~It is acceptable not to drink; each individual needs to make a personal, informed choice.~~
- 3) ~~If an individual chooses to drink, they should do so responsibly and in moderation. Furthermore, they should adhere to state and local laws pertaining to the sale and use of alcohol and University policies and regulations.~~
- 4) ~~Consumption of alcoholic beverages should not be the main focus of an event.~~
- 5) ~~Accurate information about the consumption of alcoholic beverages is available.~~
- 6) ~~Treatment is encouraged for the progressive disease of alcoholism.~~

Today's students live in a society in which alcohol is widely used and often abused. Attaining legal drinking age does not ensure that individuals will be able to make wise decisions involving alcohol consumption. Northern Kentucky University is committed to providing information in the form of discussions, displays, and programs promoting alcohol awareness and responsible decision making. Members of the University community will be provided information and planning materials in order to promote positive social activities that do not emphasize the consumption of alcoholic beverages. Furthermore, the University will provide opportunities for learning the skills and developing the attitudes needed to handle alcohol use or non-use in ways that are beneficial to the self and to others.

#### **16.20.2. Regulations Concerning Alcoholic Beverages**

- 1) ~~The possession and/or consumption of alcoholic beverages on the campus of Northern Kentucky University is prohibited except as permitted by law (KRS 222.202, KRS 244.080, KRS 244.085) and institutional policy stated herein. See paragraph 3 below.~~
- 2) ~~The possession and/or consumption of alcoholic beverages in Northern Kentucky University residence halls is absolutely prohibited. (See Student Housing Policies, Rules, & Regulations and Housing Agreement Terms and Conditions.)~~
- 3) ~~Alcoholic beverages may be served and consumed at official University functions and approved non-University functions in the President's home and other non-public areas of the NKU campus, as designated by the President, according to the following guidelines:~~
  - A) ~~If alcoholic beverages are sold, all applicable sales and local permits must be obtained.~~
  - B) ~~Alcoholic beverages shall not be sold or served to anyone under the age of 21.~~
  - C) ~~No alcoholic beverages shall be sold or served to an intoxicated and/or disorderly person.~~
  - D) ~~Public funds shall not be used to purchase alcoholic beverages.~~
  - E) ~~Non-alcoholic beverages must be readily accessible in reasonable quantities and must be presented as appealingly as are the alcoholic beverages.~~

- ~~F) Reasonable quantities of snacks or food are required to be served with alcoholic beverages.~~
  - ~~G) The serving of alcoholic beverages at open or cash bars should end no later than one half hour before the scheduled end of the event.~~
  - ~~H) No person under the age of 21 years shall be permitted to sell or to serve alcoholic beverages.~~
  - ~~I) No persons authorized to sell or serve alcoholic beverages may consume such beverages while they are so engaged.~~
- ~~4) Alcoholic beverages may be served and consumed at official University events held off campus according to the following guidelines:~~
- ~~A) All faculty, staff, and students must obey all applicable state and local laws and University regulations pertaining to the sale and use of alcoholic beverages.~~
  - ~~B) The sale, serving, and consumption of alcoholic beverages are strictly prohibited except in areas and at times and dates licensed by the Kentucky Alcoholic Beverage Control Board, or similar agencies in other states.~~
  - ~~C) Persons under 21 years of age shall not legally possess or consume alcoholic beverages in Kentucky. The furnishing of alcoholic beverages to underage persons is strictly prohibited both by policy of the University and by statute of the Commonwealth. Use of fraudulent identification to procure alcoholic beverages is also prohibited.~~
  - ~~D) Adequate alternative beverages and snacks and/or food must be readily available at all functions where alcohol is served.~~
  - ~~E) Sponsoring groups and organizations will be responsible for providing security to insure that guests conduct themselves properly and to assist with crowd control.~~
  - ~~F) Alcohol shall not be consumed or carried in open containers on any street, sidewalk, alley, or in a motor vehicle.~~
  - ~~G) Sponsors of an activity should cease serving alcoholic beverages at least one half hour prior to the scheduled end of the activity.~~
  - ~~H) No persons under the age of 21 years shall be permitted to sell or to serve alcoholic beverages.~~
  - ~~I) No persons authorized to sell or serve alcoholic beverages may consume such beverages while they are so engaged.~~
  - ~~J) Activity sponsors must examine the identification of all guests entering the activity. Guests under 21 years of age shall not be permitted to drink alcoholic beverages in the Commonwealth of Kentucky. If the activity is located in another state, all applicable state and local laws regarding alcoholic sales, service, and consumption shall prevail.~~
  - ~~K) Littering, infringing upon the rights of others, and abuse of public or private property in connection with possession or consumption of alcoholic beverages are considered violations of this policy and of the disciplinary regulations law sections of NKU's Community Standards & Student Rights.~~

- ~~L) Promotion and advertising of events where alcohol will be consumed should not encourage any form of alcohol abuse, nor should events be advertised which place emphasis on quantity and frequency of use of alcohol (e.g., chugging events).~~
- ~~M) Beverage alcohol (kegs, cases of beer, bottles of distilled spirits or wine) should not be provided as awards or prizes to individuals or campus organizations.~~
- ~~N) No alcoholic beverages shall be sold or served to an intoxicated and/or disorderly person.~~

~~5) Possible penalties for violation of these regulations include, but are not necessarily limited to, the following:~~

- ~~A) Legal action by individuals or governmental authorities, including possible sanctions or citation or arrest; or~~
- ~~B) University disciplinary action under NKU's Community Standards & Student Rights, Faculty Policies and Procedures Handbook, Salmon P. Chase College of Law Faculty Handbook, Department Chair/School Director Handbook, or other University policies.~~
- ~~C) In addition to (A). and (B) above, students and/or student organizations may be subject to these penalties:~~
  - ~~1) Loss, curtailment, or elimination of student social functions, and notifications to national organizations where applicable.~~
  - ~~2) Loss of status as a registered campus organization.~~

~~6) Student organizations shall designate one person, perhaps an officer of that organization, to assume responsibility for ensuring that there is knowledge of and compliance with these alcohol policies. It is recommended that this person participate in a special educational program offered by the Office of the Dean of Students.~~

~~7) Beer distributors, liquor companies, bars, and nightclubs are not permitted to:~~

- ~~A) Advertise on campus;~~
- ~~B) Co-sponsor an event with a student organization;~~
- ~~C) Advertise on any schedule card, athletic brochure, or press guide, invitation, or other printed material; or~~
- ~~D) Provide advertising for University events presented on radio or television.~~

~~8) Northern Kentucky University does not assume responsibility for unofficial events held off campus involving individuals or groups affiliated with the University.~~

~~9) Violations of alcohol related University policies and regulations by any member of the NKU community shall be reported to one of the following University offices:~~

- ~~A) Students: Dean of Students~~
- ~~B) Faculty: Office of the Provost~~
- ~~C) Staff: Department of Human Resources~~
- ~~D) Guests and all others: Department of Public Safety~~

# Draft workload policy language (4/19/24, updated 5/10/24; 5/29/24; 9/17/24; 11/20/24; 1/29/25)

## Purpose Statement

This policy aims to establish guidelines and standards for faculty workload allocation to ensure a balanced and equitable distribution of responsibilities while promoting academic excellence and faculty well-being. A workload policy enhances transparency and understanding of the long-term effectiveness of instructional resources and provides the university, the commonwealth, and accreditors data about faculty instructional capacity and involvement in research, creative activity, and service. The overarching goal of a faculty workload policy is success for students, the institution, and individual faculty.

In keeping with NKU's identity as a teaching-intensive institution, faculty workload is heavily allocated to teaching. Decisions regarding annual reviews, reappointment, promotion, and tenure must be aligned with faculty workload allocation.

## Definitions

Faculty workload consists of three major areas of activity: teaching, scholarly/creative activity, and service.

Full-time faculty includes tenured, tenure-track, teaching, visiting, professors of practice, and clinical faculty.

The maximum workload for full-time faculty on an academic year (9-month) contract is 30 workload units during the academic year. The maximum workload for faculty on a fiscal year (12-month) contract is 40 workload units.

Although faculty are not hourly employees, there is an expectation that full-time faculty work an average of 37.5 hours weekly while under contract; thus, each workload unit is assumed to represent approximately 2.5 hours weekly. During an academic year, 15 weekly workload units would translate to approximately 37.5 hours of work per week.

## Maximum Required Teaching Workload

For tenure and tenure-track faculty, the maximum teaching load is 24 workload units per academic year and 30 workload units per fiscal year. Typically, at least 6 workload units per semester should be dedicated to teaching. Teaching workload of less than 6 units per semester requires approval from the Office of the Provost.

# School/Department Workload Policies

## Teaching

Each school/department will establish guidelines for the relationship between workload units and that school's/department's courses, which shall begin with the premise that one student credit hour is equivalent to one faculty workload unit; that premise may be modified by the departmental/school guidelines which will define modifiers to workload units inclusive of, but not limited to, these factors:

1. large course enrollment,
2. labs,
3. studio instruction,
4. clinical, practicum, or teaching supervision,
5. writing- or research-intensive courses,
6. coordination of courses,
7. supervision of student research,
8. graduate courses,
9. thesis or dissertation supervision, and
10. independent study.

The guidelines shall conform to applicable accreditation standards. Guidelines must be in writing for each department/school and must be approved by a majority of the full-time departmental/school faculty, the chair/school director, the appropriate dean, and the provost. In colleges where there is no department or school, the dean will function as department chair in these processes and approval must be given by a majority of the full-time faculty in the college.

## Service

Each college and department/school should specify workload credits for service assignments, such as program coordination, program review or accreditation, chairing a committee, assigned student advising, student mentoring, and other substantial service to the department/school, college, university, and the profession.

## Scholarship

Each college and department/school should specify workload credits for research, scholarly and creative activity. When approving workload credits for scholarship/creative activity, department chairs/school directors and deans should consider factors such as:

- The contribution that the research/creative activity and resulting time assignment will make toward the professional career of the faculty member. This might include department, school, and college requirements for reappointment, promotion, and tenure. Consideration may also be given to outside funding contributions for research/creative activity.
- The benefit of the research/creative activity and resulting time assignment to the student learning environment, whether the activity will benefit the university and department or whether there is direct benefit through involvement of students in the classroom or in research mentoring.

- The proposed benefits to the economic, civic, and social vitality of the region.

## Assignment of Teaching Load

Faculty workload is assigned by the chair or school director and should be reevaluated at each annual performance review. Faculty workload may be assigned annually or by semester. Workload assignment shall consider the individual faculty member's rank, tenure status, expertise, career stage, and workload preferences whenever possible and within the limits of the department/school's needs. Faculty on fiscal year contracts must be supported in scheduling their workload so that they can meaningfully utilize accumulated leave. A chair/director may assign a teaching load less than 30 workload units (24, in the case of tenure-line faculty) in an academic year to an individual faculty in consideration of factors such as research and creative activities, time bought out by external grants, administrative assignments, team-taught courses, clinical teaching, clinical service, significant advising responsibilities, community engagement, teaching workload modifiers listed above in Section \_\_\_\_ (School/Department Workload Policies), or other activities aligned with the institution's mission and/or critical to student success.

Faculty may periodically request differing allocations in workload if they have received external funding for research or other grant activities, have a strong agenda of research/creative activity that may include supervision of student research, and/or are assuming a significant service responsibility. For library faculty, workload will be allocated across responsibilities and priorities of their position, scholarship and creative activity, and service. Library faculty may be assigned teaching responsibilities; such assigned teaching workload is reallocated from the standard responsibilities of their position. All such requests must be approved by the chair/director and dean and are subject to annual reevaluation (See Faculty Policies and Procedures Handbook, Section 11.6).

On occasion, faculty may be asked to carry a workload of teaching or service beyond the standard 30 workload units during the academic year and 40 workload units for the fiscal year. Such cases should be rare and must be approved by the dean and provost. Faculty may not have a teaching overload in the same semester in which they also have more than three workload units assigned for research/creative activity. Compensation for overload teaching may be granted in either release time in a subsequent semester or through additional financial compensation. Such financial award should be equivalent to the contact hours assigned for the course over and above the normal semester workload.

Faculty on academic-year contracts may teach during the summer in alignment with the Faculty Summer/Winter Compensation policy. School/department guidelines for teaching workload apply to summer/winter sessions, just as they do for the academic year.

Deans must submit a proposal for reassigned time in their colleges for each semester to the Office of the Provost, who is responsible for ensuring that reassigned time is equitable and aligns with the university's mission. Total reassigned time in the colleges should usually be no



more than 25% of the average of all available full-time faculty teaching capacity, though variations by college may occur.

## Workload Transparency

Department/school/college workload policies must be consistent with the university's policy. The deans and provosts are responsible for ensuring equity across departmental/school/college workload policies.

All departments/schools/colleges will create and maintain a matrix/dashboard reflecting the complete workload allocation in their unit. All matrices/dashboards will be made publicly available in a centralized location.

For transparency, the workload agreements of all faculty within a school/department are to be shared with all other faculty within that school/department; further, workload agreements for the period under review shall be included as a component of submitted materials for all reappointment, promotion, and tenure decisions.

## Workload Review and Evaluation

Department/school workload policies shall include mechanisms for periodic workload review and evaluation, both of the department/school faculty as a whole as well as of an individual faculty member across time. Faculty members shall have the opportunity to provide feedback and raise concerns regarding workload allocation to the Office of the Provost.

## **16.19. DRUG-FREE CAMPUS**

*Related NKU Policy:* [Drug-Free Campus](#)

### **I. Policy Statement and Applicability**

Northern Kentucky University is a drug-free campus and workplace. The unlawful possession, use, distribution, dispensation, and manufacture of controlled substances is prohibited on the University's campus and any other property it controls, in its programs and activities, and by employees performing University responsibilities on and off campus. University employees are prohibited from performing those responsibilities under the influence of controlled substances.

As used in this policy, "controlled substances" refers to controlled substances in Schedules I through V of Section 202 of the [Comprehensive Drug Abuse Prevention and Control Act of 1970](#).

This policy does not prohibit the responsible use of prescribed medicines in a manner that is legal under both federal and state law.

### **II. Education Programs**

The University will maintain drug-free awareness programs to educate students and employees about the dangers of drug abuse, the availability of counseling, rehabilitation and assistance programs, and the requirements of this Drug-Free Campus policy and relevant laws.

### **III. Federally Required Reporting**

Supervisors who have reasonable cause to believe that an employee has possessed or used controlled substances while on campus, is under the influence of controlled substances while performing University responsibilities, or has otherwise violated this policy must immediately refer the matter to the Chief Human Resources Officer.

Federal law requires reporting of any instance in which a University employee is convicted of violating a criminal statute involving controlled substances for conduct occurring in the workplace. An employee who is subject to such a criminal conviction must notify their University supervisor within five (5) days of the conviction. Thereafter, the University will notify relevant federal contracting and granting agencies within ten (10) days after receiving such notice.

### **IV. Enforcement**

Criminal laws relating to controlled substances are enforced on campus by the Northern Kentucky University Police Department.

In addition, this policy is enforced by the following officials:

- For students, by the Vice President for Student Affairs or designee;
- For faculty, by the Provost and Executive Vice President for Academic and Student Affairs or designee, in consultation with the Chief Human Resources Officer; and
- For non-faculty employees, by the Chief Human Resources Officer or designee.

Violations of this policy by an employee will subject the employee to appropriate disciplinary action, up to and including termination, in accordance with applicable processes. The employee also may be required to participate in an appropriate employee assistance program.

Students and student organizations who violate this policy are subject to disciplinary action according to the [Community Standards and Student Rights](#) and the [Registered Student Organization Handbook](#).

Other individuals and entities who violate this policy may be removed from campus and are subject to criminal prosecution and other penalties.

### **16.19 Drug-Free Workplace**

The unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited in and on Northern Kentucky University (NKU) owned or controlled property. Any NKU employee determined to have violated this policy may be subject to disciplinary action up to and including termination. A controlled substance, as defined in the federal Drug-Free Workplace Act of 1988 does not include alcohol. However, the use of alcohol while on NKU owned or controlled grounds, including meal periods and breaks, is absolutely prohibited except when authorized by the University for approved University functions. No employee will report to work while under the influence of alcohol or illegal drugs. Violation of this policy by an employee will be reason for mandatory evaluation/treatment for a substance use disorder or for disciplinary action up to and including termination of employment.

In order to comply with the federal Drug-Free Workplace Act of 1988 (41 USC 701 et seq.), NKU requires that as a condition of employment a University employee notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The University must notify any federal granting or contracting agency within ten (10) days of having received notice that an employee engaged in the performance of such grant or contract has had any criminal drug statute conviction for a violation occurring in the workplace. The University will impose a sanction on, or require the satisfactory participation in, a drug/alcohol abuse assistance or rehabilitation program by any employee who is so convicted.

Any employee engaged in the performance of a grant or contract from the United States Department of Defense will be required to meet the requirements of the Drug-Free Work Force regulations (48 CFR 223.75) and may be subject to drug testing, as prescribed by the funding agency.

Last Name	Course	Section Title	Section
<b>Assoc Prof</b>	XXX200	Lecture class	Section 001
	XXX383	Lecture class	Section 001
Research			
Service			
Total			

<b>Teaching Prof</b>	XXX305	Lab	Section 001
	XXX110	Lecture class	Section 002
	XXX492	Directed Research	
	XXX335	Lecture class	Section 001
	XXX110	Lecture class	Section 001
Service			
Total			

<b>Prof</b>	XXX355	Lecture class	Section 002
	XXX600	Lecture class	Section 001
	XXX355	Lecture class	Section 001
Research			
Service			
Total			

<b>Asst Prof</b>	XXX300	Lecture class	Section 006
	XXX685	Graduate seminar	Section 001
	XXX300	Lecture class	Section 002
Research			
Service			
Total			

<b>Visiting Teaching P</b>	XXX101	Lecture class	Section 003
	XXX101	Lecture class	Section 001
	XXX101	Lecture class	Section 002
	XXX101	Lecture class	Section 005
Total			

Delivery Mode	Enrollment	Workload	Credit Notes
	23	3	
	24	3	
		6	Research intensive faculty
		6	Program director
		15	
ONL	20	3	
	10	2	
	3	1	3 students x .33
	16	3	
ONL	17	3	
		3	
		15	
ONL	29	3	
ONL	26	3	
ONL	37	3	
		2	
		4	
		15	
ONL	37	3	
ONL	15	4	graduate seminar
	32	3	
		4	
		1	
		15	
ONL + F2F	72	6	2x credit for large class
	37	3	
	38	3	
ONL	40	3	
		15	

## 16.21. HAZING

*Related NKU Policy: [Hazing](#)*

### I. Policy Overview

Northern Kentucky University is committed to providing a safe environment where students can participate in University organizations without being subjected to hazing as a condition of entry, membership, or affiliation.

### II. Entities Affected and Scope

This policy applies to all members of the University community. As used in this policy, the “University community” includes faculty, staff, students, student organizations, and third parties such as guests, visitors, or volunteers when participating in activities on campus and with University student organizations on and off campus.

This policy applies to hazing occurring within the University community, regardless of whether it occurs on or off campus.

### III. Policy Statement

Hazing is strictly prohibited by the University, as described below. Any individual or University organization found responsible for hazing may be subject to discipline by the University, including termination or expulsion in accordance with applicable processes and criminal prosecution.

#### A. Hazing Defined

Hazing means any action or situation created or facilitated by a member of the University community that recklessly or intentionally endangers the mental or physical health or safety of another for the purposes of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status with a University organization including, but not limited to, University registered student organizations.

Examples of hazing include, but are not limited to, the following:

- paddling, whipping, beating, branding, or electric shock;
- forced or coerced consumption of food, liquid, tobacco, alcohol, drug, or other controlled or harmful substances;
- personal servitude;
- degrading or humiliating acts;
- sleep deprivation;
- unreasonable exposure to the elements;
- kidnapping or abandonment;
- demands or requests for acts, demonstrations, or favors of a sexual nature;
- activity that creates a reasonable likelihood of serious physical injury ~~and/or~~ and/or
  - violation of University policy, state, and/or federal law.

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Consent of the individual being hazed to the reported hazing activity is immaterial and will not be considered a defense against a hazing allegation. It is incumbent upon students to be aware of University regulations. Ignorance of these regulations does not excuse students from adherence to them.

For purposes of this policy, “University organization” means an organization registered or associated with the University including, but not limited to, registered student organizations, groups, clubs, athletic teams, club sports teams, fraternities, sororities, and pep band.

### **B. Reporting Hazing**

Persons who suspect or have knowledge of hazing must immediately report the matter to the University. Failure to do so is a violation of this policy and may result in discipline.

Reports should be made to the ~~Student Conduct~~ Office of Student Conduct in-person, via telephone, email, or by submitting a Hazing Report through the [Ethics and Compliance Helpline](#), which provides an anonymous option for reporting.

#### ***Student Conduct Office***

Student Union 301  
studentconduct@nku.edu  
(859) 572-6475

#### ***For immediate assistance or to report an emergency, reports should be made to University Police.***

University Police  
251 Nunn Drive  
Highland Heights, Kentucky  
(859) 572-7777 or 911

#### ***NKU App***

The NKU app provides free texting to University Police when calling may be dangerous or impossible. To use this option, open the NKU app on your cell phone and select “contact campus police.” The app allows users to share their geolocation, photos, and video and allows University police to view the [ALL CARD](#) photo of the name of the person contacting them.

### **C. Amnesty**

The University recognizes that students may be hesitant to report hazing incidents due to fear of potential consequences for their own behavior. To encourage reporting, the University will extend amnesty to students who are victims and/or witnesses of hazing and truthfully report the incident. The University also reserves the right, in its sole discretion, to extend amnesty to persons who participate in hazing behavior when the individual truthfully reports the incident and agrees to participate with the University in each stage of the investigation including, but not limited to, serving as a witness in the investigation.

Additionally, students who request emergency help for themselves or others because of an alcohol or drug-related emergency, as well as the person in distress, will be provided amnesty and will not face any disciplinary action from the University.

Amnesty only applies to violations of this Hazing policy and does not apply to other University policy violations that occur during the hazing incident or to separate civil or criminal action that may be taken by law enforcement or other agency.

#### **D. Disciplinary Action**

Students and student organizations that violate this Hazing policy will be subject to discipline by the University in accordance with the [Community Standards and Student Rights](#) including, but not limited to, [temporary or permanent removal from university housing](#), suspension, expulsion, or revocation of the organization's registered status.

Faculty and staff that violate this Hazing policy will be subject to possible loss of employment or other appropriate disciplinary action in accordance with the [Faculty Policies and Procedures Handbook](#), [Chase College of Law Faculty Handbook](#), and [University Policies and Procedures](#).

Guests, visitors, and volunteers who violate this policy may be removed [and/or trespassed](#) from University property and may be subject to civil or criminal action.

#### **IV. References**

[KRS § 164.375 - Policy statements of boards of trustees concerning "hazing" activities of campus organizations](#)

[KRS § 508.180 - -- Definitions of "hazing", "organization", and "student"](#)

[Public Law 118-173 – Federal Stop Campus Hazing Act](#)

#### **16.21. PROHIBITION OF HAZING**

~~In accordance with Kentucky Revised Statutes, Section 164.375, Northern Kentucky University prohibits any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Penalties for violation of the above policy shall include, but are not limited to the following:~~

- ~~1) Student violators will be subject to suspension or expulsion from the University or other appropriate disciplinary action in accordance with the Code of Student Rights and Responsibilities.~~
- ~~2) Faculty and staff violators will be subject to possible loss of employment or other appropriate disciplinary action in accordance with the Northern Kentucky University Faculty Policies and Procedures Handbook, Salmon P. Chase College of Law Faculty Handbook, Handbook for Department Chairs/School Directors, and other University policies.~~
- ~~3) Faculty, staff, or student organizations that authorize actions that violate this policy shall lose University authorization to operate on campus property.~~
- ~~4) Visitors, licensees, and invitees to Northern Kentucky University who violate this policy will be ejected from University property and may be subject to prosecution.~~