

## **FACULTY SENATE ELECTION MEETING**

**January 27, 2025**

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

**Members and Officers absent:** Jason Applegate, Jitana Benton-Lee, Janel Bloch (Budget), William Boyce, Joe Cress, Steven Gores, Boshra Karimi, Kajsa Larson, Burke Miller, Nile Patterson, Robert Salyer, Monica Wakefield, Zach Wells

**Guests:** President Cady Short-Thompson; Provost Diana McGill; Grace Hiles (Faculty Senate Office), Alar Lipping, Denise Robertson; Michael Waters (Faculty Senate Election Committee).

### **Call to Order & Role**

- The meeting was called to order by Mike Waters (Faculty Senate Election Committee) at 1:04pm with a quorum present.
- Role was called by Grace Hiles.

### **Adoption of Agenda**

- The agenda was adopted as distributed.

### **Announcement of the Slate of 2025-2026 Faculty Senate Officers**

- The slate was announced with no offices being opposed.

### **Nominations from the floor & brief candidate statements**

- There were no nominations from the floor.

### **Distribution of Ballot & Vote**

### **Announcement of 2025-2026 Faculty Senate Officers:**

President	Jacqueline Emerine
Vice President	Christine Curran
Secretary	Michael Providenti
University Curriculum Committee	Richard Fox
Budget Committee	Janel Bloch
Benefits Committee	Rebecca Elkins
Professional Concerns Committee	Holly Riffe

TEEC  
General Education Committee

Chris Lawrence  
Andrea Brooks

**Adjournment**

- The meeting was adjourned at 1:17pm.

Respectfully submitted,

Michael Providenti  
Faculty Senate Secretary

## FACULTY SENATE MEETING

January 27, 2024

**Members and Officers present:** Ryan Alverson, Jason Applegate, Jitana Benton-Lee, Janel Bloch (Budget), Andrea Brooks\* (Gen Ed), Kinsey Bryant-Lees, Carole Cangione, Kimberly Clayton-Code, Joe Cress, 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), Michael Guy, Jackie Herman, William Herzog, Ken Katkin, Suk-hee Kim, Edward Kwon, Chris Lawrence (TEEC), Jennifer McLeod, Nile Patterson, Michael Providenti (Secretary), Holly Riffe (PCC), Dana Ripley, Patrick Schultheis (for Josh Cooper), Andrea South, Sandra Spataro\* (Faculty Regent), Mehmet Sulu, Jessica Taylor, Brandelyn Tosolt (Faculty Advocate), Monica Wakefield, Eileen Weisenbach-Keller, Darrin Wilson, Matthew Zacate, Junxiu Zhou, Marcia Ziegler (an asterisk \* indicates ex officio members)

**Members and Officers absent:** William Boyce, Steven Gores, Boshra Karimi, Kajsa Larson, Burke Miller, Robert Salyer, Zach Wells

**Guests:** Cady Short-Thompson (President), Diana McGill (Provost), Terkerah Washington (Staff Congress), Grace Hiles (Faculty Senate Office), Collin Jarrell (SGA), Bob Alston, Terrance Anderson, Brooke Buckley, Vicki Cooper, Charlisa Daniels, Rhonda Davis, Emily Detmer-Goebel, Ursula Doyle, Shannon Estep, Augustine Frimpong-Mansoh, Allyson Graf, Chip Heath, Shelli Johnson, Stephen Johnson, Alar Lipping, Julie Olberding, Shauna Reilly, Denise Robertson, Amal Said, Steve Slone, Donna Smith, Gannon Tagher, Karen Vietz, Dolores White, Steven Yungbluth, Robert Zai

### Call to Order, Adoption of Agenda

The meeting was called to order by Senate President Jacqueline Emerine at 1:18 pm with a quorum present. The agenda was amended as follows: the Faculty Workload Policy was introduced by committee members and the Academic Integrity Policy was introduced by Bob Alston and Denise Robertson. The agenda was approved as modified.

### Approval of Minutes

The minutes from the December 13, 2024 meeting were approved as distributed.

### Guests

#### President (Cady Short-Thompson)

- Enrollments for spring are up about 325 students, 95 FTE, undergraduate is up 212, graduate is up 110, and law is up 3. We are up 81 transfers, 247 under-represented minority students, and 407 first generation students.
- Retention for fall-spring is at an institutional high at 91.1%.
- A Town Hall forum is scheduled for 1/28/25 @9am. Chris Calvert will give a budget update and there will be opportunity to provide feedback.
- Update on Chartwell's contract: changes were made to make the service less expensive since there are fewer people living on campus currently.
- East Village Housing update: East Village Housing does not have a dining hall so the dining hall pass is now optional for those students.
- QUESTIONS:
  - Will there be consideration to end the meal plan fees for graduate students since there is

nothing open when they are on campus? ANSWER: This is already part of the discussion of which fees make sense and which don't.

- Faculty taking 6 hours of graduate courses are considered full-time and have to pay the meal plan but are not considered full-time for the rec. center and have to pay as faculty members. ANSWER: Send the details of the situation to the President in an email.

#### **Provost (Diana McGill)**

- The VP of Student Affairs search is ongoing.
- There is consideration of how Academic Student Affairs might be reorganized. A link to a feedback form has been emailed.
- QUESTIONS:
  - Some students have experienced confusion about which 7-week term they were on and have arrived to the right room at the wrong time. Who can sort this out? ANSWER: Send the details to the Provost in an email.

#### **Faculty Regent (Sandra Spataro)**

- There were 4 items on the agenda of the January Board meeting: Chartwell's contract; the selection of Workday as the ERP; there was a donation for the naming and development of the tennis center; and opting into the new NCAA division 1 structure. The new NCAA structure regards the terms of Name, Image, Likeness rules.
- Working on getting the data on the graduate student meal plans.
- QUESTIONS:
  - The new NCAA structure removes limits on scholarships. How much more will we have to spend? ANSWER: The new structure removes both maximum and minimum limits. It also sets roster limits that allow for limited growth.
  - With the dismantling of Title IX, will women suffer from a lack of scholarships? ANSWER: There are 4-5 levels of review that audit this both inside and outside the university.

#### **Staff Congress (Terkerah Washington)**

- Great attendance at the holiday party. 300+ attendees, close to 1000 items for FUEL.
- The advocacy committee planning meeting will present to the board in February.
- President's cabinet will be at the March 13<sup>th</sup> Staff Congress meeting.
- Spirit wear storefront being planned.
- The next party will be in May or August.

#### **SGA (Collin Jarrell)**

- Elections are scheduled for March 26-27. Elections are for senators, justices, president, vice president, and secretaries.

#### **Discussion on the Academic Integrity Policy (Bob Alston and Denise Robertson)**

- This policy draft is the result of legislation passed in 2022.
- QUESTIONS:
  - About page 3, section I. 2., paragraph that begins "Generative Artificial Intelligence (GenAI) use is expected and encouraged ...", what if a syllabus says "no AI"? DISCUSSION: Students need to use and understand the uses of AI. AI is not practical in all courses and the standard of the course will determine its use (this is at the end of that paragraph).
  - Suggestion for About page 3, section I. 2., paragraph that begins "Generative Artificial Intelligence (GenAI) use is expected and encouraged ...": use more neutral language, e.g., "Generative Artificial Intelligence (GenAI) should only be used in a way that...." DISCUSSION: the word "expected" could be removed. However, 35+% of job ads expect an

- understanding of AI. What about the term “permitted” when used in alignment with policies? Or, place the “when” phrase at the beginning of the sentence.
  - How should the concept of sharing be addressed? Example, a student took an exam and then shared the answers but did not know sharing was cheating. ANSWER: This can be included.
  - Why are there two academic integrity policies? ANSWER: One is undergrad, the other grad. It has always been that way but it doesn’t have to remain that way. The idea is to align the two policies to be the same.
  - “Generative Artificial Intelligence” should not be capitalized.
  - In one instance, a student dropped a class to escape an academic integrity violation. Is there a way to prevent that? Possibly to place a hold on an account while it is investigated? DISCUSSION: If the academic integrity violation was founded, the student could get an “F” for the course instead of a “W”. Would there need to be a new hold or use the hold we have differently? There is only one example of this happening—does there need to be a policy to address a single instance?
- ACTION: The policy will be revised and return to Faculty Senate as a voting item.

#### **Introduction of the Faculty Workload Policy** (Brandelyn Tosolt and John Farrar)

- The current Faculty Workload Policy defines what faculty do in a very narrow way. This has implications for FMLA. It is currently defined as teaching 12 undergrad credit hours. This does not encompass the breadth of faculty work. The new policy seeks to add the time faculty put towards research, creative activity, and service. This is a very complicated issue but this policy is a move toward greater equity.
- There was an idea to push for a 40-hour work week. Faculty do not have 40-hour work weeks because it would be impossible to complete the teaching, research, and service required in a 40-hour work week. That’s a choice. What is a reasonable amount of work time to expect from faculty?
- In order to be tenured and promoted, a faculty member needs to work 50-70 hours per week. This is unreasonable. This draft is a first step.
- Part of the process included reviewing accrediting standards across the curriculum with a focus on workload to ensure accrediting standards can be met.
- DISCUSSION:
  - How might maximum workloads impact a limit on overloads? ANSWER: That type of situation is expected, the policy is defining a normal expected workload, and there should be compensation beyond that. It is not a good thing to be constantly overloading people. There is a provision for overload teaching that could be released in subsequent semesters or financial compensation. However, the current system is exploitative – faculty take on extra work since there have not been pay increases.
  - Concerns that this policy could be used against faculty by bad chairs or deans. DISCUSSION: In this policy, the faculty define unit and workload. Guidelines must be in writing and approved by a majority of full-time department faculty, chair/director, dean, and provost. But, for example, under scholarship, a chair might disagree that the work is important and not agree to count those work units.
  - On page 2, the language about labs could be expanded to include technology.
  - This policy does not work well for clinical sciences. There is more than accreditation, there are state and federal regulations, licensure requirements, etc. Concerns include faculty-student ratios; accreditors wanted to see more faculty, not a higher workload; there is a strain on 12-month faculty, especially those with administrative responsibilities (vacation time? PTO? And 7-week faculty often do not get a break); clinical-track faculty is not

addressed in the policy; and clinical faculty have continuing education and licensure requirements outside the university which requires working as nurse practitioner.

- Some departments might not value service and could put less weight on positions like serving as a faculty senate committee chair which would create disparity. There should be an equal opportunity for anyone from any department to fill leadership roles.
  - Some accreditors do not have accreditation standards for teaching work.
  - The university has been adamant that there is no release time for some things without compensation like editing a journal. This needs to be explored in consideration of workload.
  - This could lead to an increase in teaching for teaching and visiting faculty which could make it more difficult to attract and retain faculty.
  - Concern raised about the time needed to track this data.
  - Some departments suggest they are already doing something similar while others do nothing like this. Some departments have tenured faculty teaching 7 and 8 courses a semester. Some departments only give partial credit per course taught for lower enrollment courses toward the 12-credit hour total. This policy is an effort to establish a floor, something shared by all faculty, and define capacity.
  - A problem is that there is an assumption of good-faith negotiation.
  - Some departments, like in A&S have 4/4 loads and lower pay while other departments have 3/3 loads and higher pay with the same research and service expectations. This is unfair.
  - Individual units should create their own workload policies but these need to come back to the university level for approval before they are adopted. This would help the understanding or perception of how much work is required in different departments.
  - Visiting and teaching faculty often have higher teaching loads and these faculty may have the least experience. We need to think about student success. Service is more than to the profession, it is also to the community. And for some faculty the issue may be workload but for others it is compensation.
  - Workload issues can be addressed one of two ways: funding or narrowing scope. This policy provides a foundation to narrow the scope of activities required by a faculty member.
- ACTION: Discussions will continue.

## **New Business**

- Voting item: Faculty Senate Constitution revision (Chris Curran)
  - Some changes to this version included: a reference to professors of practice alongside teaching faculty; unit was redefined as “academic subdivision”; dates were shifted from July to August since reps are generally elected in August. It was reiterated that these changes should not alter the size of Faculty Senate.
  - MOTION: There was a request to insert the following language into Faculty Senate Constitution revision article IV. B. section 3.
    - Each unit where RPT decisions are made may have a minimum of one elected representative to the Faculty Senate or may choose to elect a representative at the school level (where applicable).
    - VOTE: The motion FAILED to pass.
  - MOTION: Approve the changes to the Faculty Senate Constitution as presented
    - VOTE: The changes to the Faculty Senate Constitution were APPROVED by voice vote.

## **Officer Reports**

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

- Faculty Senate and Staff Congress have a box at the women's basketball game on Wednesday 1/29. There are still extra tickets available.
- Regarding uncertainty in the political climate, Faculty Senate is here to support faculty, staff, and students. If you have suggestions about how Faculty Senate can better support you, please reach out.
- Please attend the town hall on 1/28. Morale will be among the topics addressed.

### **Vice President (Christine Curran)**

- Strategic Planning is developing a model framework. It will be presented to the President who will rejoin Strategic Planning this week. There will soon be a request for feedback.

### **Secretary (Michael Providenti)**

- No report.

### **Parliamentarian (Kathleen Fuegen)**

- No report.

### **Graduate Council Chair (Dorea Glance)**

- Next meeting on 2/13
- Grad Council will present a proposal to eliminate graduate application fees (in alignment with undergraduate application fees.)
- There will likely be a recommendation regarding the elimination of meal plan fees for graduate students.

## **Committee Reports**

### **University Curriculum Committee (Richard Fox)**

- Our December and January meetings were email votes. Our next meeting is next Thursday, February 6. The deadline for new programs for the 2024/25 catalog has already been reached (no new programs were submitted). We have two deadlines coming up:
  - March 6 – approval of course changes and new courses for fall schedule of classes
  - March 27 – all other changes for the 2024/25 catalogThese are deadlines for UCC approval.

### **Budget Committee (Janel Bloch)**

- Discussed "how we got there" after the Budget forum in December. Details were captured in the minutes.
- There will be a faculty budget survey in February. It will address topics including recreation center fees, parking, and tuition waivers.

### **Benefits Committee (Becky Elkins)**

- The tuition waiver subcommittee is on hold since Budget Committee also has one. Benefits should have representation on the Budget subcommittee.
- Kim Baker, Director of Wellness, discussed a variety of benefits for faculty and staff.
- The committee discussed faculty development awards for teaching faculty. Some teaching faculty

are required to do research. The committee has voted to not allow faculty to apply if they are not in a tenured or tenure-track position. There are talks with the Provost about creating a different pot of money for teaching faculty.

- Benefits will still offer student scholarships for faculty and staff.
- Lauren Franzen from HR will be updating the committee on tuition waivers.

#### Professional Concerns Committee (Holly Riffe)

- The Director of Legal Affairs spoke to PCC. Faculty are indemnified if challenged for teaching material that is a part of their job to teach.
- There will be an upcoming discussion about the problems with AI.
- There will be an upcoming discussion with the interim Registrar that will include grade deadlines.
- Research misconduct / text recycling document will be coming to Senate for a vote.

#### TEEC (Chris Lawrence)

- TEEC will meet next week.

#### General Education Committee (Andrea Brooks)

- The committee approved a change to the foundation of knowledge policy document that increases the cap of courses and program from 125 to 150. That will be a discussion item in Faculty Senate in February.

#### Old Business

- None at this time.

#### Announcements

- None at this time.

#### Adjournment

- The meeting was adjourned at 3:14 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 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.

## TEACHING CREDIT DASHBOARD

Rank	Faculty ID	100-level	200-level	300-level	400-level	500+ level	New Course Preps
Asst TT	F-1	6	3				1
Assoc T	F-2		3	3	3		
Full T	F-3			3	3	3	
Regents	F-4						
Asst Teaching Prof	F-5	6	6				
Assoc Teaching Prof	F-6		3	6	3		
Teaching Prof	F-7	3		6	3		
Visiting Teaching Prof	F-8	6	6				1
Clinical Asst Prof	F-9						
Clinical Assoc Prof	F-10						
Clinical Professor	F-11						
Asst Prof of Practice	F-12						
Assoc Prof of Practice	F-13						
Prof of Practice	F-14						
	F-15						
	F-16						
	F-17						
	F-18						
	F-19						
	F-20						
	F-21						
	F-22						
	F-23						
	F-24						
	F-25						
	F-26						
	F-27						
	F-28						
	F-29						



**COMMITTEE SERVICE MATRIX**

Expected Time Commitment	Department	College
High	Program Director	MA Admissions
Medium	Faculty Senate	Accreditation Report Writer
	Promotion/Tenure Committee	
Low	Curriculum or Assessment Committee	
	Student Teaching Supervision	
	Dissertation supervision	

[illegible]







$\geq$  total commitments for each faculty rank and the total service load.

[illegible]







*≥ total commitments for each faculty rank and the total service load.*

ib key to move to the next cell, the text will automatically align vertically.

[illegible]

[illegible]



**EXPECTATIONS RUBRIC**

	Teaching/Mentoring
Below Expectations	
Meets Expectations	
Above Expectations	
Far Exceeds Expectations	

**Research**


**Service**


***SCHEDULE OF ROTATING SERVICE - SIX-YEAR SCHEDULE***

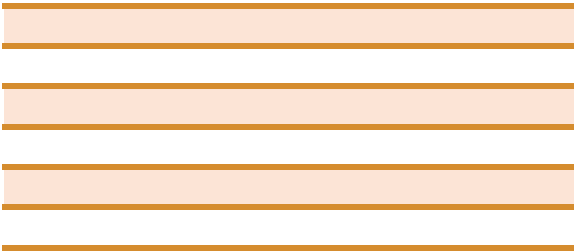
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Undergraduate Program Director						
Graduate Program Director						
Admission Chair						
Promotion & Tenure Chair						
Merit Chair						
Representative to University Senate						

## ***LIST OF COMMITTEES***

[illegible]

Number of Members	Assigned Roles of the Committee

Intensity



# 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
- 

## ARTICLE I. FUNCTIONS AND PURPOSES

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

## ARTICLE II. POWERS

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

## ARTICLE III. MEMBERSHIP

- A. The General Faculty shall consist of all Tenured and Tenure-track faculty, and full-time, non-tenure track renewable faculty (e.g., Teaching, Clinical, Professors of Practice). 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 subdivisions 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).
  - 2) The Senate consists of representatives from each academic unit below the level of college and at-large representatives from each college. For election purposes, all units not granting degrees (e.g., Learning PLUS, First-Year Programs, Honors, School-Based Scholars, Young Scholars Academy) shall be considered a single 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 entitled to one representative Senator. Graduate Programs shall be entitled to one Senator. 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.

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

- 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.

- 5) Unit-level representatives shall be elected by the faculty of that unit prior to the first meeting of a new academic year.
- 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.
- 7) Election of all other faculty Senators 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) One may not serve concurrently as both an at-large Senator and as a representative 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.
- 11) Vacancies
  - a) Vacancies of one semester or more in 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 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 unit, or college membership vacancy created shall be filled in accordance with Article IV, section B.

## **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 unit elected by the faculty of that unit. Committees may, upon approval of the Executive Committee, request additional representatives. Requests must be made no later than April 30<sup>th</sup> of the preceding academic year.

- B. The General Education Committee (GEC) and The Teaching Effectiveness and Enhancement Committee (TEEC) membership are chosen according to their respective bylaws and approved by the Faculty Senate Executive Committee. At a minimum, there will be at least one member from each College.
- C. The Executive Committee shall consist of the officers of the Faculty Senate, including *ex officio* officers, and it shall be chaired by the President of Faculty Senate.

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

President – 50% reassigned time

Faculty Benefits Committee Chair – 25% reassigned time

Professional Concerns Committee 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.

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

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

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

and other programs assigned by the Faculty Senate.

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

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

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

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

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

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

K. Elections Committee

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

## **ARTICLE VIII. FACULTY ADVOCATE**

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

- 1) 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.
- 2) 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.

3) 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.

4) Meet with appropriate administrators as needed.

## **ARTICLE IX. MEETINGS**

A. The General Faculty shall meet as appropriate; the meeting to be convened by the President of the Faculty Senate, the President of the University, the Provost, or the Executive Committee of the Faculty Senate.

Should a petition, signed by at least 10 percent of the General Faculty as exhibited on the official roster, requesting a meeting of the General Faculty and indicating proposed items of business be filed with the President of the Faculty Senate, the Executive Committee shall call a meeting of the General Faculty to consider those matters. Such a meeting shall be held not later than fourteen calendar days, exclusive of holidays, from the filing date of the petition. The filing of a petition challenging Senate action shall be interpreted as a declaration that the General Faculty is asserting its jurisdiction.

B. No meeting of the General Faculty called by the Executive Committee shall be held unless an agenda prepared by that committee is distributed to all members of the General Faculty at least five business days prior to the meeting date.

C. The Faculty Senate shall meet at least once each month during the academic year, unless deemed unnecessary by the Executive Committee. Special meetings may be called at any time during the course of the year, including the summer, by the President of the Faculty Senate or its Executive Committee. Regular meetings shall ordinarily be on the fourth Monday of each month; emergency changes of date may be made by the Executive Committee.

D. The Executive Committee shall appoint a temporary chairperson should neither the President nor the Vice-president be in attendance.

E. All meetings of the Faculty Senate shall be open to the University community. Any member of the General Faculty present shall receive floor privileges upon request; however, these privileges shall not include the right to introduce or second motions or to vote. Other members of the academic community may be granted floor privileges with the same restrictions by a majority vote of the Senate. Only duly elected senators or their designated alternates in attendance may introduce or second motions or vote.

F. Agenda items and supporting information shall be submitted to the Executive Committee at least fourteen calendar days prior to the scheduled Senate meeting. Items may also be placed on the agenda by the Executive Committee on its own motion or by any member of the Senate, or by petition signed by at least ten members of the General Faculty at least five business days in advance of the Faculty Senate meetings.

G. Minutes of the previous meeting of the Faculty Senate and an agenda for the next meeting shall be distributed to all members of the Faculty Senate at least five business days prior to the subsequent Senate meeting. A second copy shall be sent to each senator for posting and review by all faculty. Actions of the Faculty Senate shall

become final fourteen calendar days, exclusive of holidays, following the official distribution of said minutes, unless the General Faculty asserts its jurisdiction.

#### **ARTICLE X. FACULTY REGENT**

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

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

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

#### **ARTICLE XII. QUORUM**

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

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

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

#### **ARTICLE XIV. SEVERABILITY**

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

#### **ARTICLE XV. EFFECTIVE DATE**

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

#### **ARTICLE XVI. AMENDMENTS**

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



# 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

## 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~~enured and ~~T~~enure-track faculty, and full-time, non-tenure track renewable faculty (e.g., Teaching, Clinical, Professors of Practice). 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 subdivisions 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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42) The Senate consists of representatives from ~~each department, each academic unit 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 Stealy Library faculty shall be given the same status as a college for voting purposes. The College of Law, including the Law Library, shall be ~~considered an academic college entitled to one representative 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>
<u>0-24</u>	<u>1</u>	<u>1</u>
<u>25-34</u>	<u>1</u>	<u>2</u>
<u>35-44</u>	<u>1</u>	<u>3</u>
<u>45-54</u>	<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.

~~6) By no later than the tenth week of the Fall semester, those departments whose Senator's term shall expire on June 30 shall elect a representative from among their faculty. One may not serve concurrently as both an at-large Senator and as a departmental-representative 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 ~~P~~resident 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~~ 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, ~~request to elect an additional representative.~~ 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 Committee Chair – 25% reassigned time

Professional Concerns Committee 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:

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

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

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

H. The following duties shall be the specific responsibility of the General Education

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Committee:

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

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

~~a.1)~~ It shall provide a forum for the faculty to propose policy and to discuss all matters relating to the wellbeing of the University.

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~~b.2)~~ It shall review, evaluate, and make recommendations concerning policies relating to the general academic and professional concerns of the faculty, both full and part-time.

~~c.3)~~ 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.1)~~ It shall review, evaluate, and recommend policies regarding the evaluation and enhancement of teaching.

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~~b.2)~~ It shall review, evaluate, and recommend student policies regarding all matters of concern to the faculty.

K. Elections Committee

~~a.1)~~ No later than September 20 of each year, the president of the Faculty Senate shall appoint a member of the general faculty from each college offering degrees to constitute an Elections Committee.

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~~b.2)~~ Members of the Election Committee may not be candidates for election to the Faculty Senate.

~~c.3)~~ The Elections Committee shall preside over all elections sponsored by the Faculty Senate.

## ARTICLE VIII. FACULTY ADVOCATE

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

~~a.1)~~ 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.

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~~b.2)~~ 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.3)~~ 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.

~~d4)~~ 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.

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## 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.

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## ARTICLE XII. QUORUM

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

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## ARTICLE XIII. STANDING COMMITTEE'S BYLAWS

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

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## ARTICLE XIV. SEVERABILITY

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

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## 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.

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## 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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