

Monday, April 09, 2012

From the Faculty Benefits Committee, Scott Nutter, Chair.

Proposal: Change Part 1, Section XII (Faculty Development Programs) to have faculty reporting of accomplishments to be administered by the Office of the Provost. (See attached specific changes.)

Current procedure: Faculty submit a final report for each program to four different recipients (Chair, Dean, Provost, Benefits Committee Chair). Final reports are required for consideration in a future program award. They are also requested to supply a shorter description of the work, with a photo, directly to the Office of the Provost, for inclusion in the annual Faculty Development Award brochure. A final copy of the report is kept in the faculty member's file in the Provost's records.

Problem: Faculty do not always comply with the award reporting requirements, or leave out one or more of the recipients. Records kept in the Senate office are therefore incomplete. On the other hand, Sandi Gillilan gets 100% compliance in obtaining the materials for publication in the annual brochure.

Solution: Combine the two processes into one, administering them from the Provost's Office. Require three items: an approximately two page full report, a short description, and a photo. The Provost's office will distribute the final report to the faculty member's Chair, Dean, and the Benefits Committee Chair. A record of faculty complying with the records requirement will be kept in the Office of the Provost as well, and it will be made available to the Benefits Committee for use in determining eligibility for subsequent applications to the programs.

These changes were approved by voice vote in the Benefits Committee meeting on 14 March, 2012.

PROPOSED CHANGES:

Sabbaticals

XII.A.4. REQUIRED REPORTING

Within two months of returning from a sabbatical leave, the faculty member shall submit a report summarizing what she/he accomplished on the leave to the Office of the Provost. The report should consist of an approximately 250 word abstract outlining the major accomplishments, a one to two page extended overview of the sabbatical, and a photo of the faculty member or of their work appropriate for publication. The Office of the Provost will disseminate the ~~A copy of this report must be submitted~~ to the department chair or other appropriate supervisor, to the dean of the faculty member's college, ~~to the Provost,~~ and to the chair of the Faculty Benefits Committee. A copy of the report will be placed in the faculty member's personnel file maintained in the Provost's office. Within one academic year following the end of

a sabbatical leave, ~~a~~sabbatical recipient~~s~~ will provide an opportunity for others in the NKU community to learn about the results of their work. There are ~~a number of~~ several acceptable vehicles for this report including but not limited to: formal and informal presentations, the dissemination of written information, a public show or performance.

Fellowships:

XII.B.5. REPORTING

No later than September 1, the faculty member shall submit a report summarizing what she/he accomplished on the faculty summer fellowship to the Office of the Provost. The report should consist of an approximately 250 word abstract outlining the major accomplishments, a one to two page extended overview of the fellowship, and a photo of the faculty member or of their work appropriate for publication. The Office of the Provost will disseminate the. ~~A copy of this~~ report ~~must be submitted~~ to the department chair (or other appropriate supervisor), to the dean of the faculty member's college, ~~to the Provost,~~ and to the chair of the Faculty Benefits Committee. A copy of the report will be placed in the faculty member's personnel file maintained in the Provost's office.

Grants:

XII.C.7. FINAL REPORT

Upon completion of the grant, the faculty member will submit a report ~~containing a description of completed goals to the Office of the Provost. The report should consist of an approximately 250 word abstract outlining the major accomplishments and completed goals, a one to two page extended overview of the project grant, and a photo of the faculty member or of their work appropriate for publication. The Office of the Provost will disseminate the report.~~ ~~A copy will be given~~ to the department chair or other appropriate supervisor, the appropriate dean, ~~the Provost,~~ and the chair of the Faculty Benefits Committee. A copy of the report will be placed in the faculty member's personnel file maintained in the Provost's office.