

***Faculty Benefits Committee
By-Laws***

11.4.3. BY LAWS

The Faculty Benefits Committee will maintain By Laws for the evaluation of faculty development program applications. These By Laws must be approved by the Faculty Senate and the provost. Copies of the By Laws must be available to any faculty member from the chair of the Faculty Benefits Committee.

Benefits By-laws

Faculty Senate Benefits Committee By-Laws

ARTICLE I

NAME: Faculty Benefits Committee (FBC)

ARTICLE II

OBJECT:

A. The Faculty Benefits Committee shall review, evaluate, and make recommendations concerning those policies, procedures, and programs related to faculty benefits; in particular those policies dealing with insurance, retirement, salary schedules, academic leaves, summer fellowships, institutional project grants, deferred compensation, the credit union, travel allowance, and reassigned time.

B. It shall process applications of and make recommendations on candidates for Faculty Development Awards (FDA): Faculty Sabbatical Leaves, Faculty Project Grants, Faculty Summer Fellowships and other programs assigned by the Faculty Senate.

ARTICLE III

OFFICERS:

With approval of the committee majority, the chairperson shall appoint a secretary to keep minutes of all meetings. Except for presiding in the chairperson's absence, the secretary shall not be required to perform additional duties.

ARTICLE IV.

MEETINGS:

A. The chairperson shall call meetings by notifying the committee members approximately one week in advance. To assure maximum attendance by committee members, the chairperson shall be consistent in the scheduling of meetings and choose times convenient to as many members as possible.

B. A committee majority shall constitute a quorum, and unless otherwise specified, decisions shall be made by the majority in attendance

C. Proxy votes will not be considered nor counted toward the quorum.

ARTICLE V

STANDING SUBCOMMITTEES AND THEIR APPOINTMENT:

A. FBC members will choose to serve on one of the FDA subcommittees. The FBC chairperson will request one subcommittee member to serve as subcommittee chair.

- 1) Faculty Sabbatical Leaves
- 2) Faculty Summer Fellowships
- 3) Faculty Project Grants
- 4) Faculty Senate Scholarship Award
- 5) Any other programs assigned by the Faculty Senate.

B. Each subcommittee shall consist of at least five members, one of whom shall be recommended subcommittee chairperson by the subcommittee members and approved by the FBC chairperson.

C. Whenever possible, each program cluster from which one or more proposals originate shall have at least one FBC member represent it in the FDA subcommittee.

D. Each subcommittee should be composed of faculty from diverse disciplines.

E. Committee members who are applicants for a leave, fellowship or grant shall not be a member of the subcommittee reviewing the proposal nor shall they be present at the meeting of the full committee at the time their proposal is discussed and voted upon.

F. Procedures for evaluating and rank-ordering faculty proposals submitted to the committee shall be as follows:

1) Applications from NKU Faculty for Faculty Sabbatical Leaves, Faculty Summer Fellowships, and Faculty Project Grants shall be received by the committee and subcommittees according to the form prescribed in the Faculty Policies and Procedures Handbook (FPPH).

2) Applications received after the deadline stated in the FPPH will not be considered.

3) Proposals submitted to the FBC, including comments from the program's chairperson and/or dean, shall be provided to all members electronically.

4) a. All proposals will be initially read and evaluated by each member of the subcommittee independently and without consultation.

b. Each proposal shall be assigned a numerical value by each subcommittee member using the evaluation instrument approved by the FBC.

c. After each subcommittee member has read, evaluated, and assigned a numerical value to each proposal the subcommittee will then meet to discuss their evaluations and rank-order proposals.

1. The initial rank-ordering shall be arrived at by calculating the average numerical value for each proposal.

2. This initial rank-ordering may be adjusted by the subcommittee to reconcile marked differences among subcommittee members in the evaluation of a given proposal(s).

3. The rank ordering shall be approved by three-fourths vote of the subcommittee. The subcommittee chairperson shall then be responsible for reporting the decision to the

FBC. Should any irresolvable differences of opinion occur within the subcommittee, the chairperson will inform the full committee of the circumstances and specific points of disagreement. Should no agreement on a rank-ordering be forthcoming, the subcommittee chairperson will state so and submit his/her rank-ordering of applicants to the full committee.

5) The FBC shall then approve by a two-thirds vote the rank-ordering of applicants as submitted by the sub-committee chairperson, or as amended.

6) At least two weeks before the FBC is to report its findings to the provost, the subcommittee shall have made available its decision to the full committee.

7) All proposals, chairperson's comments and recommendations of the subcommittee and the full committee for each faculty development program shall be considered confidential until the decision on funding of the program is announced by the provost.

8) Project Grant Recipients may not request reconsideration from the FBC regarding changes in line-item funding of approved grants. If the recipient does not agree with the changes in funding by the FBC he/she may seek additional funding from the appropriate Department Chair, Dean, and/or the provost.

ARTICLE VI TEMPORARY SUBCOMMITTEES:

For other matters, the committee may consider, such as development of new policies, recommendations, or various other issues, the chairperson may appoint other subcommittees upon approval of the committee majority. In the same way ad hoc committees may be appointed to include, if desired, administrators, students and faculty not already members of the FBC.

ARTICLE VII METHOD OF AMENDING THE BYLAWS:

Bylaws may be amended at any regular committee meeting by a majority vote of the full committee provided the amendment was submitted in writing at the previous regular meeting.

Adopted: Academic year 1984-85

Revised 2013

Revised 2018

Revised 2023