

# Professional Concerns Committee Agenda for February 15, 2018

**SU 109**  
3:15 pm

1. Call to Order, Adoption of Agenda
2. Approval of Minutes from PCC Meeting of February 1, 2018
3. Chair's Report and Announcements
4. New Business
  - Voting Item: Withdrawal of Application for Promotion During RPT Process (1 attachment)
5. Adjournment

**Professional Concerns Committee**  
**Minutes for February 15, 2018**  
**SU 109, 3:15 pm**

**Members in Attendance:** A. Al-Bahrani, K. Ankem, T. Bonner, T. Bowers, J. Farrar, S. Finke, N. Grant, J. Hammons, K. Katkin, S. Nordheim, T. Songer, M. Torres, M. Washington, J. Wroughton.

**Guests:** Provost Sue Ott Rowlands

**Members Not in Attendance:** S. Alexander, P. Bills, J. Clarkin, I. Encarnacion, E. Fenton, K. Fuegen, B. Karrick, M. Kirk, A. Miller, B. Mittal, G. Newell, L. Wermeling, M. Whitson, B. Zembrodt.

1. Call to Order, Adoption of Agenda
  - a. The Meeting was called to order, and the agenda was adopted unanimously.
2. Approval of Minutes from PCC Meeting of February 1, 2018.
  - a. A. Al-Bahrani was in attendance at the February 1 meeting. The minutes were approved with the correction to note Prof. Al-Bahrani's attendance at that meeting.
3. Chair's Report and Announcements
  - a. K. Katkin led a discussion of the meeting of Budget Committee. The CFO webpage has important financial statements. The President has asked for faculty input on budget priorities, and particularly for identifying areas of possible savings/cuts. The various Faculty Senate Committees (including PCC) will be discussing this issue, in hopes of developing a Faculty Senate recommendation.
  - b. Executive Committee meeting
    - i. There was continued discussion of the SGA proposal for a joint teaching effectiveness committee.
    - ii. Faculty opinion is mixed on the proposal to shorten the semester by one week.
    - iii. The Executive Committee will be bringing an emergency proposal to fix the final exam schedule. It currently contains known conflicts. The proposal will be presented directly to Faculty Senate with no committee discussion because of time constraints.
    - iv. Senate President M. Zacate has asked Legal Affairs and Human Resources to come to Senate to discuss harassment allegations and how these are handled at NKU.
4. New Business: Voting Item, Withdrawal of Application for Promotion During RPT Process.
  - a. K. Katkin brought proposed language both in favor of allowing the withdrawal of application after a negative recommendation from the RPT committee and denying withdrawal after the RPT process has begun. The current Handbook language is ambiguous.
  - b. Committee members discussed the proposals.
  - c. N. Grant moved for the proposal in favor of allowing the withdrawal, and T. Songer seconded. The proposal was amended to state 10 business days. The motion, "After receiving a negative recommendation from the committee, the applicant may elect within 10 business days to withdraw the application and terminate the RPT process." The motion passed. The recommendation will be forwarded to Faculty Senate for a vote.
5. The meeting was adjourned at 4:15p.m.

Submitted,  
John Farrar

## MEMORANDUM

To: Faculty Senate  
From: Professional Concerns Committee (PCC)  
Re: Withdrawal of Application for Promotion During RPT Process  
Date: February 15, 2018

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The Faculty Advocate referred to PCC a question concerning promotion or tenure in a non-mandatory year. **Should a faculty member be allowed to withdraw the application for promotion and/or tenure and materials after receiving a negative recommendation from the departmental review committee?** The Faculty Handbook is silent on this question. According to the Faculty Advocate, over time different Provosts at NKU have adopted varying stances on this issue. Accordingly, the Faculty Advocate recommended that PCC consider whether Faculty Senate should recommend that the Faculty Handbook be amended to provide a definitive answer to this question. At its November 16, 2017 meeting, PCC agreed to take up this issue. The PCC then deliberated on this issue at its meetings of December 7, 2017, January 18, 2018, and February 15, 2018.

After due deliberation, the PCC recommends that Faculty Senate approve the following amendment to the NKU Faculty Handbook. This amendment would provide that a faculty member may withdraw the application and materials after receiving a negative recommendation from the departmental review committee.

### Proposed Amendment to Faculty Handbook Section 3.2.6:

To enable a faculty member to withdraw the application and materials after receiving a negative recommendation from the departmental review committee, a sentence should be added to the end of current Faculty Handbook Section 3.2.6 that might read:

**After receiving a negative recommendation from the committee, the applicant may elect within ten business days to withdraw the application and terminate the RPT process.**

As amended, Section 3.2.6 would thus read:

### **3.2.6. DEPARTMENT/SCHOOL COMMITTEE: VOTING AND REPORTING**

Each member of the committee shall have one vote. Each member is required to vote on each matter before the committee. A member who has not reviewed materials submitted by the applicant or fully participated in the committee discussion of the applicant cannot vote on that applicant. The recommendation of the committee shall be reported in writing to the department chair or school director and must be characterized as either unanimous or non-unanimous. The recommendation of the committee will reflect the committee's deliberations and must be signed by all committee members. In cases where the committee vote is not unanimous, support for both positive and negative votes must be included in

the recommendation. In the case of a tie vote, the committee's recommendation will be deemed a positive recommendation. A copy of the recommendation will be given to the applicant. After receiving a negative recommendation from the committee, the applicant may elect within ten business days to withdraw the application and terminate the RPT process.

### CONCLUSION

The PCC recommends that Faculty Senate should approve the preceding amendment to Section 3.2.6 of the NKU Faculty Handbook.

## MEMORANDUM

To: PCC  
From: K. Katkin, Chair  
Re: Withdrawal of Application for Promotion During RPT Process  
Date: December 7, 2017

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The Faculty Advocate referred to PCC a question concerning promotion or tenure in a non-mandatory year. **Should a faculty member be allowed to withdraw the application for promotion and/or tenure and materials after receiving a negative recommendation from the departmental review committee?** The Faculty Handbook is silent on this question. According to the Faculty Advocate, over time different Provosts at NKU have adopted varying stances on this issue. Accordingly, the Faculty Advocate recommends that PCC consider whether Faculty Senate should recommend that the Faculty Handbook be amended to provide a definitive answer to this question. At its November 16, 2017 meeting, PCC agreed to take up this issue.

To clarify whether a faculty member would be allowed to withdraw the application and materials after receiving a negative recommendation from the departmental review committee, a sentence could be added to the end of Section 3.2.2 or Section 3.2.6 of the Faculty Handbook.

### **Enabling Withdrawal**

To enable a faculty member to withdraw the application and materials after receiving a negative recommendation from the departmental review committee, a sentence could be added to the end of current Faculty Handbook Section 3.2.6 that might read:

**After receiving a negative recommendation from the committee, the applicant may elect within ten days to withdraw the application and terminate the RPT process.**

As amended, Section 3.2.6 would thus read:

### **3.2.6. DEPARTMENT/SCHOOL COMMITTEE: VOTING AND REPORTING**

Each member of the committee shall have one vote. Each member is required to vote on each matter before the committee. A member who has not reviewed materials submitted by the applicant or fully participated in the committee discussion of the applicant cannot vote on that applicant. The recommendation of the committee shall be reported in writing to the department chair or school director and must be characterized as either unanimous or non-unanimous. The

recommendation of the committee will reflect the committee's deliberations and must be signed by all committee members. In cases where the committee vote is not unanimous, support for both positive and negative votes must be included in the recommendation. In the case of a tie vote, the committee's recommendation will be deemed a positive recommendation. A copy of the recommendation will be given to the applicant. **After receiving a negative recommendation from the committee, the applicant may elect within ten days to withdraw the application and terminate the RPT process.**

### **Prohibiting Withdrawal**

Conversely, to prohibit a faculty member from withdrawing the application and materials after receiving a negative recommendation from the departmental review committee, a sentence could be added to the end of current Faculty Handbook Section 3.2.2 that might read:

**Once filed with the RPT committee, an application for reappointment, promotion, tenure, or a combination thereof, may not be withdrawn.**

As amended, Section 3.2.2 would thus read:

#### **3.2.2 INITIATION OF REQUEST**

The applicant is responsible for initiating consideration by applying for reappointment, promotion, tenure, or a combination of them. A full-time administrator with academic rank may apply for tenure or promotion supported by documentation. The applicant will compile an RPT dossier, including a cover sheet provided by the provost's office. **Once filed with the RPT committee, an application for reappointment, promotion, tenure, or a combination thereof, may not be withdrawn or rescinded.**

### **CONCLUSION**

The PCC should consider whether Faculty Senate should recommend that the Faculty Handbook be amended to adopt one or the other, or neither, of these proposals.