

Professional Concerns Committee

Minutes for Sept 17, 2020

Virtual Meeting (On Microsoft Teams Conferencing Software), 3:30 pm

Members in Attendance: A. Miller, B. Green, B. Karrick, G. Sun, H. Riffe, I. Saad, J. Human, J. Herman, J. Wasburn-Moses, J. Rubleske, J. Elliott, K. Fuegen, K. Noyes, K. Katkin, K. Munte, L. Dynan, M. Nakamura, M. Providenti, M. King, M. Scola, N. Grant, S. Alexander, W. Darnell

Guests in Attendance: Provost Sue Ott Rowlands, J. Bloch

Members Not in Attendance: G. Newell, J. Perrman-Graham.

1. Call to Order, Adoption of Agenda
 - a. The Meeting was called to order at 3:30pm. The agenda was adopted unanimously as distributed.
2. Adoption of Minutes of PCC Meeting of April 16, 2020
 - a. Draft Minutes from PCC Meeting of April 16, 2020 were corrected to indicate that L. Dynan was in attendance at that meeting. The amended Minutes were then approved without dissent.
3. Election of PCC Secretary
 - a. K. Katkin was elected at PCC Secretary for Fall 2020 by acclamation. K. Katkin will be visiting away from NKU in Spring 2021, so a new Secretary will need to be appointed for the Spring semester.
4. Chair's Report & Announcements:
 - a. Over the summer, NKU adopted a new policy on security camera surveillance. The policy authorizes the placement and use of surveillance cameras in "public areas" on campus, but not in "private areas." The policy does not say whether faculty offices are considered "public areas" or "private areas." Over the summer, Faculty Senate leaders communicated concern about the placement of security cameras in faculty offices or outside of rooms where meetings of a sensitive nature took place. These concerns were relayed to Office of OIT, which says they will take them in account. Janel Bloch has discussed this matter with OIT, and was told by OIT that language will be added to the policy clarifying that surveillance cameras will not be placed in faculty offices.
 - b. Students who are fully online or those expecting children have been exempted from NKU's first-year residency requirement, though the policy change has not been approved by the President. -
 - c. The NKU Administration is now considering a proposal to make admissions testing (SAT/ACT) optional for students with 2.75 high school GPA or higher. The goal would be to reduce any remaining barriers to admission. (Currently 89% of applicants are admitted). Admissions criteria for the Honors College have not been discussed. In PCC,

a question arose about how this change would impact courses that currently have ACT score criteria for enrollment. Provost said this admissions policy would not affect such internal policies for matriculated students. Further questions followed about whether students would be disserved if they were admitted to the university without taking an admissions test, but then could not be admitted into certain courses or programs because they hadn't taken the test.

- d. An Interim Sexual Harassment Policy was adopted on Aug 14 without faculty input, to respond to changes in Title IX Regulations promulgated by the US Department of Education. The policy will be renewed in 6-month increments, with opportunity for PCC and Faculty Senate input between renewal periods. The current policy now appears on the NKU policy web site.
- e. Discussion has begun re timing and format of Fall 2020 commencement.
- f. Scripps-Howard Center is working with NKU to promote voter education.
- g. Faculty Senate President John Farrar has formed an ad hoc committee to mentor under-represented minority faculty members. Volunteers for committee service are sought.
- h. No submissions will be accepted for new Gen Ed courses this year.

Agenda Items

1. Faculty Handbook – Library Faculty
 - a. A set of amendments to Section 1.6 & Sections 7.1-7.6 of the NKU Faculty Handbook were proposed in writing. These amendments would change some definitions of library faculty, and would change the substantive criteria to be applied during performance review and RPT for library faculty.
 - b. Discussion ensued. A question arose whether adoption of the proposal would legitimize NKU's trend towards replacing tenure-track library faculty lines with non-tenure track library faculty lines. One PCC member stated that transformation of tenure-track lines into non-tenure track lines allows a wider range of recruitment and allows different faculty members to perform different job functions, and should be encouraged. More discussion ensued.
 - c. A separate concern arose that the substantive criteria set forth in the proposal would identify promotion of student success as a criterion for library faculty performance, but would no longer identify the promotion of faculty research and success as such a criterion. M. Providenti said this language could be changed to include faculty success.
 - d. Discussion will continue at next PCC meeting.

Future Business:

1. PCC will review NKU's new Interim Sexual Harassment Policy.
2. SOTA has requested that PCC continue to discuss performance review policy.

3. PCC has been asked to review whether tenured faculty members on part-time appointments should be eligible for university-wide awards (e.g. sabbaticals, project grants, summer fellowships). (Current handbook contains disparity).
4. RPT Process. Should PCC keep working on Section 3 or not?
5. Grievances (Sec 14.C in Handbook). Should it be revised?
6. One PCC member suggested PCC and Senate should take up a resolution about fully restoring our cut pay. J. Bloch said pay will not be restored this academic year because the state recently cut NKU's appropriation by an additional 8%.
7. A question arose whether PCC should review the policies set forth in Section 16 of the Faculty Handbook, to reconcile differences between bring the Handbook language and university-wide policies. into compliance with current administrative practice.—One PCC member voiced strong opposition to doing so, on the ground that the NKU administration should adhere to our written policies, rather than violating written policies with impunity and then expecting PCC and Senate to revise the policies to legitimize administrative intransigence. No PCC member voiced support for reviewing the policies set forth in Section 16 of the Faculty Handbook.
8. One PCC Member noted that last year's PCC discussed developing instructional materials on collegial governance to disseminate to the general faculty, and suggested that this year's PCC resume that work. Another PCC member expressed support for this idea, and noted that Faculty Senate President J. Farrar did distribute the NKU Statement of Collegial Governance to Faculty Senate at the first Senate meeting this academic year

The meeting was adjourned around 4:30pm.

Submitted,

K. Katkin

Suggested Faculty Handbook Revisions
Draft April 21, 2020
Revised May 8, 2020
Revised May 15, 2020

1.6. LIBRARIANS

Current language: Full-time librarians employed by the University in faculty positions are full-time, tenure-track faculty (see Section 1.2, Full-Time Tenure-Track Faculty). Part-time librarians employed by the University in faculty positions are part-time faculty.

Suggested revision: Full-time librarians employed by the University in faculty positions are full-time, tenure-track faculty, full-time, non-tenure-track, renewable faculty, or full-time, non-tenure-track, temporary faculty. Part-time librarians employed by the University in faculty positions are part-time faculty (See Sections 1.1, 1.2, 1.3, 1.4, 1.5)

Addition of NTTT/NTTR faculty.

7. APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE FOR LIBRARIANS

7.1 DISTINCT RESPONSIBILITIES

Current language: Librarians have responsibilities different from those of other faculty; they work on 12-month contracts and devote specified hours each week to their professional assignments in the libraries. Therefore, certain modifications have been made in criteria used in evaluation for reappointment, promotion, and tenure.

Suggested revision: Librarians work on 12-month contracts on their professional assignments in the libraries. Therefore, certain modifications have been made in criteria used in evaluation for reappointment, promotion, and tenure.

Removal of “have responsibilities different from those of other faculty; they”
“and devote specified hours each week to”
Addition of “their”

7.2. FACULTY STATUS AND RANK

Librarians at NKU have faculty status and rank (see Section 1.6, Librarians). The master's degree in library science is the appropriate terminal degree and is necessary for appointment to a library faculty position.

****No changes to this section****

7.3. POLICIES AND PROCEDURES

The policies and procedures for faculty presented in this Handbook apply to librarians as modified in this Section 7. Effective performance on the job replaces the teaching effectiveness category. The Steely Library and Chase Law Library are considered to be departments with regard to implementation of the reappointment, promotion, and tenure process. The dean of the Steely Library serves as department chair for purposes of RPT. The dean of the Steely Library will forward reappointment, promotion, and tenure recommendations to the provost. The director of Chase Law Library serves in the functions of department chair and reports to the dean of the College of Law.

****This section has been updated - approved by the PCC on 3/23/2020/approved by Faculty Senate 4/27/202****

7.4. RANKS FOR LIBRARIANS

Current language: Library faculty may be appointed to these ranks:

- Instructor of library services,
- Assistant professor of library services,
- Associate professor of library services, or
- Professor of library services.

(See Section 1.9, Qualifications for Appointment to Rank.)

Suggested revision: Librarians that are full-time, tenure-track or tenured faculty may be appointed to these ranks:

- Instructor of library services,
- Assistant professor of library services,
- Associate professor of library services, or
- Professor of library services.

(See Section 1.9, Qualifications for Appointment to Rank.)

Addition of "that are full-time, tenure-track"

~~7.5. CRITERIA FOR EFFECTIVE PERFORMANCE~~

Effective performance requires:

- ~~● Meeting the responsibilities of the assigned positions successfully and effectively~~
- ~~● Demonstrated successful job performance in:
 - ~~○ Innovation and initiative~~
 - ~~○ Ability to determine and assign work priorities and/or staff duties~~
 - ~~○ Ability to handle increased and new responsibilities~~~~
- ~~● Integrating the area of responsibility with the library as a whole by showing:
 - ~~○ Understanding of overall library operations~~
 - ~~○ Commitment to the library's goals of education and service~~
 - ~~○ Knowledge of new developments in library science and technology~~
 - ~~○ Willingness to use suggestions, criticism, and evaluations to improve performance~~~~
- ~~● It is the responsibility of every librarian with faculty rank to know the various policies of the University, as set forth in this Handbook or as otherwise published. A failure to comply with a written university policy that has resulted in disciplinary sanction of the library faculty member may constitute unprofessional conduct and consequently may be relevant to evaluations related to reappointment, promotion, and tenure, or to performance review.~~

****This section is not necessary (see Section 16.2.2. Professional Obligations)****

Suggested addition to better mirror teaching faculty criteria:

7.5. CRITERIA

In making evaluations required for library faculty reappointment, promotion, and tenure, three major categories of professional responsibility are to be used. These categories, in order of importance, are position; scholarship and creative activity (see section 3.1.2); and service to the University, the discipline/profession and the community (see section 3.1.3).

7.5.1 POSITION

Effective position performance for librarians requires meeting the responsibilities and priorities of their positions within the library organization. Assessment of effective performance should take into account all activities and contributions made in their positions to further the mission and services of the library in support of student success.

~~7.6. CRITERIA FOR REAPPOINTMENT, PROMOTION, AND TENURE~~

~~Librarians are evaluated for reappointment, promotion, and tenure on the basis of a continuing record of achievement and evidence of professional development. A strong performance is mandatory and of primary importance (see Section 7.5, above). It is expected that librarians will also meet the library's standards of scholarly and creative activity and institutional and public service. For librarians, scholarly and creative activity may also include activity in education, e.g. offering formal classroom instruction, conducting workshops, conferences, or other informal educational activities; consultation; and professional committee work.~~

~~**The addition of 7.5. Criteria makes this section redundant.**~~