

Professional Concerns Committee
September, 16, 2021, at 3:30pm
Agenda

1. Call to Order, Adoption of the Agenda
2. Approval of the minutes from the September 2 meeting
3. Chair's Report and Announcements
4. New Business
 - a) Discussion item: Should we revise Faculty Handbook Appendix A to make it consistent with newly approved policy? (Administrators returning to faculty status)
 - b) Discussion item: Should faculty be expected to serve a certain number of years at the rank of associate before applying for promotion? (Handbook 1.9.4—Qualifications for appointment to rank)
 - c) Discussion item: How is the term “continuing” interpreted in terms of evaluating scholarly and creative activity and service among candidates seeking promotion? Is this term necessary? (Handbook 5.1.2 and 5.1.3—Promotion)
5. Adjournment (4:30pm)

Professional Concerns Committee

Minutes for September 15, 2021

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

Members in Attendance: S. Alexander, R. Boyce, T. Cata, W. Darnell, K. Fuegen, R. Gall, N. Grant, B. Green, G. Hatchett, J. Herman, B. Karrick, K. Katkin, A. Miller, K. Munte, M. Nakamura, G. Newell, M. Providenti, H. Riffe, G. Sun

Guests in Attendance: B. Allston, J. Bloch, M. Cecil, G. Hiles

Members Not in Attendance: L. Dynan, P. Hare, M. Washington

1. Call to Order, Adoption of the Agenda

- a) The Meeting was called to order at 3:30pm. The agenda was adopted unanimously without changes.

2. Approval of the minutes from the September 2 meeting

- a) Draft Minutes from PCC Meeting of September 2, 2021 were approved without dissent.

3. Chair's Report and Announcements

- a) **Vaccination resolution.** Faculty Senate approved a resolution that all faculty, staff, and students should be vaccinated against COVID.
- b) **Representation for adjunct faculty in Senate Constitution.** Senate President is exploring revising the Senate Constitution to include adjunct representation. This is controversial among Executive Committee members. Some PCC members have also weighed in. Share your concerns with your Senator. Senate President wants to discuss this in Senate.
- c) **Money from American Rescue Plan Act.** There are non-recurring funds available. If you have ideas about high impact practices (e.g. experiential learning opportunities, studies abroad, service learning), report those to Senate President John Farrar.
- d) **Moonshot for Equity launched yesterday.** Collaboration between NKU, Cincinnati State, Miami U, and Gateway. Goal is to eliminate racial and ethnic equity gaps in higher education in the next 10 years. NKU is looking at 15 best practices. Additional details forthcoming.
- e) **What's on your mind?**
 - i. **Adjunct proposal.**

Discussion – Is Executive Committee bringing this directly to Senate and bypassing ordinary committee process? Or should it go through PCC?
Chair's Response – If PCC wants to address this and make a recommendation, there is nothing preventing that.

Discussion – PCC should address it. Revisions to the Senate Constitution have in the past come through PCC. PCC could recommend to not amend the Constitution or to amend it.

-- How do other Universities handle this? Questions suggest we start with a regular committee process.

-- Adjuncts should have representation but is the Senate the appropriate place?

Action: K. Fuegen will research this before the next PCC meeting regarding how other institutions, especially benchmarks, handle this. PCC will be taking this up. Senate President will be notified.

ii. **Renewed commitment to mental health.**

Concerns from faculty that their mental health needs to be supported. Concerns about burnout. More can be done to celebrate faculty hard work.

Provost Response -- There is a Mental Health Workgroup. Faculty concerns are included. \$250K funds available, but that's not enough. The President has not made all details available yet. Looking at what other universities have done. Share concerns and suggestions up the line.

4. New Business

- a) **Discussion item:** Should we revise Faculty Handbook Appendix A to make it consistent with newly approved policy? (Administrators returning to faculty status)

Background: Policy concerning Admins (President, Provost, Deans) returning to faculty status revised over summer and approved by Board of Regents. Now it is not consistent with the Faculty Handbook. Should we revise the Handbook?

Discussion – There is a suggestion to amend the Handbook to include the new policy in place of the old. We should keep the Handbook current and not allow policies regarding faculty to be removed from it.

Motion: R. Boyce – Accept this recommendation to amend the Handbook. “The language that is in the revised document, administrators returning to faculty status, be adopted and included in the Faculty Handbook.”

Discussion: What about policies in the Handbook over which the faculty does not have control (e.g. hazing, alcohol)?

-- We shouldn't give up control over how those things apply to faculty; those things were approved by faculty. If there are things the faculty feel should be removed from the Handbook, they can be discussed and addressed on their specific merits.

Motion seconded.

Discussion: Language issue – are Directors or Associate Directors mentioned?

Answer: Program Directors are not included in this Policy. The Chairs Handbook

covers Chairs.

-- Directors in SOTA are different than directors in other areas. These positions may fall under the Chairs Handbook. Additional clarification needed.

-- We could add language in the policy that chairs and school directors are excluded. But does this mean chairs and school directors could return to the faculty and make more than the highest paid faculty?

-- This policy only applies to those with administrative contracts.

-- Provost: Administrators have a letter of agreement, not a contract.

-- Could the Chairs Handbook be retitled the Chairs and School Directors Handbook?

-- Change the policy itself or just the Handbook to add clarification for chairs and school directors?

-- Should we simply update the Handbook or go through the policy process again? Group learning toward just changing the Handbook. If you disagree, please email K. Fuegen.

R. Boyce: Motion withdrawn.

Action: K. Fuegen will add this as a voting item for the next meeting.

- b) **Discussion item:** Should faculty be expected to serve a certain number of years at the rank of associate before applying for promotion? (Handbook 1.9.4—Qualifications for appointment to rank)

Background: Last year, partly due to COVID, language was written in to the Handbook to extend the tenure clock. Also, the “extraordinary merit” language was removed for faculty going up for tenure in a non-mandatory year. This led to questions about promotion to full professor. Issues that have been raised include 1) can someone go up for full professor before the typical 6 years as associate (some RPT committees have interpreted this as a strict timeline) and 2) how should “will typically have completed six years at the rank of associate professor” be interpreted. Should this remain, be revised, or removed from the Handbook?

Discussion:

-- Support raised for removing the timeline. We need to be able to promote faculty since we haven't seen raises. It is the only way to adjust equity.

-- Suggestion to change 6 years at rank to 5.

-- Some tenure committees have felt pressured to give early advancement when they felt advancement was not warranted. Keeping the timeline provides a way for committees to slow advancement when it is not warranted.

-- The “typical” language already allows candidates to go up early.

-- The standard practice is going up for full in the 6th year.

-- Keep the 6th year language. There is a lack of clear guidance for encouraging/discouraging people from going up early.

-- The “typical” language already indicates a range, it is just a guideline.

- Does the bar change if you wait until 10 years to apply for full?
- Will we lose talented employees because we can't meet their salary needs?
- What is the right number? Is it 6?
- Provost: There is no problem going up early if the faculty think they are ready.
- The current language is fine. Good mentoring will give people an indication when the time is right. This can't be standardized across campus.
- Is 2 years at associate enough time to judge a promotion for full? Support for not changing the language.
- Suggestion to amend "6" to "typically have completed at least 5 years..."

Wrap-up: The committee seems to be comfortable leaving the language that is currently in the Handbook or making a minor revision to the number of years. This discussion will continue at the next meeting.

5. Adjournment

- a) The meeting adjourned at 4:30pm.

Submitted,
M. Providenti, Secretary

APPENDIX A

POLICY ON ADMINISTRATORS RETURNING TO FACULTY STATUS

An administrator with faculty tenure who is not covered by the Faculty Handbook or the Chair's Handbook may return to faculty status by resigning his/her position and having the resignation accepted by the appropriate vice president or the president in the case of vice presidents. The following conditions are applicable:

An administrator who has less than five (5) years of service may return to faculty status at a salary base to be determined according to the appropriate discipline and rank.

After five years of service as an administrator:

1. An administrator will be granted a one-semester's paid leave to prepare him/herself for other service to the University such as classroom teaching, special projects, etc. A description of the proposed project will be required to receive this leave, followed by a report on the project upon return to the University.
2. The administrator's salary will be reduced by 15 percent and his/her contract written for a ten-month period (if appropriate).
3. Any unused vacation days will be calculated and paid to the Administrator at the date of his/her last working day in an administrative capacity.

If an administrator has served in such a capacity for more than ten (10) years, he/she may be granted a full year of paid leave; the conditions listed above in Items 1, 2, and 3 will apply.

Section 1.9.4: PROFESSOR

A professor holds all the qualifications of an associate professor and is recognized as a very effective teacher, has a record of high-quality scholarly and creative activity, has demonstrated significant service activity as defined in college and departmental/school RPT documents, and has attained professional recognition at the regional, national, or international level. These criteria are listed in order of importance.

The applicant's entire academic career will be considered, with an emphasis on activities after tenure and promotion to associate professor. Applications may be submitted as soon as the above criteria are met, but faculty applying for promotion to professor will typically have completed six years at the rank of associate professor.

Section 5.1.3: PROMOTION TO PROFESSOR

A candidate for promotion to professor must hold the appropriate terminal degree. In order of importance, the candidate must be judged very effective (as shown by appropriate evidence) in teaching, in continuing high-quality scholarly and creative activity, and in continuing significant institutional and public service, and must have attained professional recognition at the regional, national, or international level.

Section 5.1.2: PROMOTION TO ASSOCIATE PROFESSOR

A candidate for promotion to associate professor must hold an appropriate terminal degree, and must, in order of importance, be judged effective, as shown by appropriate evidence, in teaching, in continuing scholarly and creative activity, and in continuing institutional and public service.

ADMINISTRATORS RETURNING TO FACULTY STATUS

POLICY NUMBER: ACAD-ADMINRETURNTOFAC

POLICY TYPE: ACADEMIC (NON-RESEARCH)

RESPONSIBLE OFFICIAL TITLE: PRESIDENT OF THE UNIVERSITY

RESPONSIBLE OFFICE: EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS & PROVOST

EFFECTIVE DATE: UPON BOARD OF REGENTS APPROVAL

NEXT REVIEW DATE: BOARD OF REGENTS APPROVAL PLUS FOUR YEARS –

SUPERSEDES POLICY DATED: 10/29/1992 – FORMERLY ADMINISTRATIVE REG. AR-II-2.0-3

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Administrators (see Definitions in Section III) with faculty tenure who are not covered by the Faculty or Department Chair Handbook or contract may return to faculty status by resigning their position and having it accepted by the appropriate Vice President or the President in the case of Vice Presidents.

The following conditions apply:

1. An Administrator may return to faculty status at a salary based on the Administrator's academic and administrative experience, accomplishments, expertise, academic rank and standing in the discipline and the functions the Administrator will be expected to perform upon return to the faculty. In addition, the Administrator's salary will be within the salary range of faculty of the same rank in the Administrator's department/school and shall typically be no higher than the highest faculty salary in that department/school. Subsequent salary increases shall be based on annual performance evaluation as provided for in the Faculty Handbook. The individual's contract will be written for a nine (9)-month period (if on an academic year appointment) and be subject to the recommendation of the Provost and approval by the President.
2. If an Administrator has at least five (5) years of service at the University as an Administrator, the Administrator will be granted a one-semester paid leave to prepare for the faculty role. A description of the proposed work to be completed during the leave will be required to receive this leave, followed by a report on the work to be submitted to the Provost, or the President in the case of Vice Presidents, upon return to the University. The paid leave will be at the faculty salary determined in accordance with item 1 above.
3. Any unused vacation days will be calculated and paid to the Administrator at the date of the last working day in an administrative capacity.

An Administrator who has served in such capacity at the University for more than ten (10) years may be granted a full year of paid leave, and the conditions in items 2 and 3 above will apply.

Any Administrator who receives paid leave after returning to the faculty must reimburse the University for the leave if the Administrator does not remain in a faculty position within the University for at least one (1) year.

II. ENTITIES AFFECTED

Administrators, Faculty

III. DEFINITIONS

The following definitions (as stated in the [Employment Category Definitions policy](#)) apply.

Executive: The President, Provost, and all others who regularly serve as members of the President's Cabinet. The President may specifically designate an appointment in special situations.

Administrator: The head of a major organizational unit within the university, including Deans. For some reports and other specific purposes, Administrators also include Executives.

Faculty: Positions with formal academic appointments and other positions designated by the President/Provost. Employees in this category are primarily engaged in teaching and research. Examples include Associate or Assistant Deans, Department Chairs, Librarians, and full- and part-time faculty members.

IV. REFERENCES AND RELATED MATERIALS

REFERENCES & FORMS

Faculty Handbook - <https://www.nku.edu/academicaffairs/resources/faculty/handbook.html>

Department Chair Handbook - <https://www.nku.edu/academicaffairs/resources/faculty/handbook.html>

RELATED POLICIES

Employment Category Definitions:


<https://inside.nku.edu/content/dam/policy/docs/Policies/EmploymentCategoryDefinitions.pdf>

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision	
Policy – Formerly Administrative Regulation AR-II-2.0-3	October 29, 1992

ADMINISTRATORS RETURNING TO FACULTY STATUS

PRESIDENTIAL APPROVAL

PRESIDENT		
Signature		Date 8/3/21
Ashish K. Vaidya		

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)	
<input type="checkbox"/> This policy was forwarded to the Board of Regents on the Presidential Report (information only) . Date of Board of Regents meeting at which this policy was reported: ____/____/____.	
<input type="checkbox"/> This policy was forwarded to the Board of Regents as a Presidential Recommendation (consent agenda/voting item) .	
<input type="checkbox"/> The Board of Regents approved this policy on ____/____/____. (Attach a copy of Board of Regents meeting minutes showing approval of policy.)	
<input type="checkbox"/> The Board of Regents rejected this policy on ____/____/____. (Attach a copy of Board of Regents meeting minutes showing rejection of policy.)	
VICE PRESIDENT AND CHIEF STRATEGY OFFICER	
Signature	Date
Bonita J. Brown	