

Professional Concerns Committee

Minutes for March 3, 2022

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

Members in Attendance: S. Alexander, W. Darnell, K. Fuegen, R. Gall, B. Green, P. Hare, J. Herman, K. Katkin, A. Miller, K. Munte, G. Newell, M. Providenti, H. Riffe, G. Sun, M. Whitson, M. Washington

Guests in Attendance: K. Ankem, J. Bloch, Hiles, A. Ndoye, P. McCartney

Members Not in Attendance: T. Cata, L. Dynan, N. Grant, J. Kaiser, B. Karrick, M. Nakamura, J. Washburn-Moses

1. Call to Order, Adoption of the Agenda

- a) The meeting was called to order at 3:30pm. Two issues were raised after which the agenda was adopted unanimously without changes.
 - i. Update on hostile comments (included in Chair's Report).
 - ii. The Intellectual Property Policy discussion comments (included in Chair's Report).

2. Approval of the minutes from the February 17, 2021 meeting

- a) Draft minutes from the February 17 meeting were approved without dissent.
- b) Acknowledgement that these are the best minutes one PCC member has seen on this committee in "many, many years"; thanks given to PCC Secretary.

3. Chair's Report and Announcements

- a) Senate met on Monday.
 - i. President Vaidya is seeking nominations for university-wide student awards; deadline Friday. Students who graduated in December or will graduate in May are eligible.
 - ii. Provost Cecil reported that COVID case counts are around 10 per 100,000. What happens when we have extremely low case counts? When and how can we return to normal? WKU and Murray State have lifted their mask mandates. ECU lifted the mandate in non-instructional spaces. He solicited discussion from senators regarding the direction NKU should take. A couple senators argued in favor of keeping the mask mandate for the duration of the semester. Another senator argued that NKU should follow the lead of local public schools that have removed the mask mandate.
-- An email from the President earlier today indicated masks would be optional on campus starting March 21.

- iii. The Provost indicated that NKU is looking to expand the Young Scholars Academy. The YSA enables high school students to earn A.A. degree while still in high school. This is a service to the region and recruiting tool. It is low cost to NKU: these students are taking seats in courses that have already been scheduled but are not full.
- iv. SBD workgroups are studying how to halt declines in student enrollment. Several initiatives:
 - 1. High impact practices workshop in last week of June (\$500 to attend + \$500 after incorporating HiP into course).
 - 2. Tripwires are impediments to students progressing. Proposal to revamp the way we work with students who owe us money.
 - 3. Co-curricular career maps help students decide when to join groups to help them get connected. Goes beyond when to take courses. Includes guided pathways (e.g., when to do internship).
 - 4. Eleven new advisors have been hired.
- v. Staff Congress is celebrating 40 years at NKU.
- vi. Faculty Senate President John Farrar reminded us that administrator evaluations are available until March 4. The Budget survey also closes March 4. He intends to host a forum for Faculty Senate and Academic Affairs to discuss topics of interest. Tentatively scheduled for April 1. Food and beverages provided.
- vii. John still seeking volunteers for Faculty Senate award. If you want to serve on the committee for the Faculty Senate award, contact John.
- viii. The Faculty Senate Award is given to a senior student who has demonstrated exceptional skills and productivity in an independent study project. An independent study project is defined as a faculty-supervised research or scholarly work that has as its goal the publication, presentation and/or exhibition of the results. The project should be conducted outside of a formal classroom and last at least one semester, preferably longer. The Faculty Senate sponsors this award.
- ix. The time has come for us to become more serious about evaluating teaching effectiveness in a better way. Student feedback is useful but should be only a part of the process. Use multiple measures, e.g., peer reviews, Chair visiting class.
- x. We are watching two bills in the KY legislature.
 - 1. HB 51 would “prohibit requiring facial coverings on property owned, leased, or operated by public postsecondary education institutions; provide exceptions for healthcare licensing board requirements imposed prior to January 1, 2020, and clinical research settings.” It has not been voted on by House. There are currently 10 amendments to this bill.
 - 2. SB 138 has passed Senate and is now in the House. SB 138 would place restrictions on how public school teachers teach

controversial topics (e.g., race stereotyping, gender stereotyping, religion).

- xi. Faculty Advocate Phil McCartney is concerned about changes to the values and ethical responsibilities policy. He is seeking a closer connection between faculty handbook statements on teaching effectiveness and the way we evaluate teaching effectiveness.
- xii. TEEC Chair Chris Lawrence is compiling a list of institutions that have transitioned away from Student Evaluations of Instruction (SEIs). He has reached out to CPE and SACS to determine whether SEIs are necessary. Is it required that students provide feedback? Does the feedback need to be part of RPT decisions? USC may be a model (combination of peer review and individual reflection).
-- Chris did not explicitly address removing hostile language or discriminatory comments from SEIs. The last news on this topic is that TEEC was still interviewing vendors about the possibility of removing comments. No additional update.

b) Update in PCC Action Items

- i. K. Fuegen filed comments summarizing PCC's discussion of the Draft revision to Intellectual Property policy: Patents and Inventions. Two issues were highlighted: 1) the rights of students, and 2) net royalties.

This committee felt that the policy lacked nuance regarding the rights that students retain. It was unclear whether students retain rights to their inventions. K. Fuegen wrote that the policy should clearly state that students own their work. The student should not have to request that the University release its rights in the invention.

The policy implied that enrolling in a "research intensive" course constituted significant use of University resources. K. Fuegen suggested that students enrolled in research intensive courses could still retain rights to their invention if the research is student-driven. However, if a student contributes to faculty-led research, then the faculty member is the Innovator and the student does not own the invention.

The committee felt that proposed changes to revenue sharing would discourage innovation. Under existing policy, the Innovator keeps 100% if the revenue generated is less than \$5,000. Under the proposed policy, the Innovator would keep only 60%. The remaining 40% would belong to the NKU Research Foundation. There was sentiment that most revenue generated by NKU Innovators is likely to be in low amounts. K. Fuegen stated that the Innovator should keep all of the net royalties when net revenue is low.

K. Fuegen also suggested adding the following statement to the section

on the University's rights and obligations: "The University shall annually provide a report to the College with which the Innovator is affiliated detailing marketing activities for the innovation and any funds received in association with the innovation." Such a statement would promote transparency and accountability.

DISCUSSION:

1. IP POLICY:

-- The content of the comment on IP is good but there is concern about the process of submitting PCC comments to the administration through the policy comment page and not to Senate. Possibly contrary to Faculty Senate Constitution and the statement on Collegial Governance. The Senate should vote on the matter. This policy could lead to a Handbook change and needs to go through Senate.

-- We need to consider is the comment period has a limited time and we need to participate. The goal is to provide feedback for revisions.

-- The draft of the policy will return to PCC.

-- We should submit feedback to Senate and slow down the process. In this case there is no rush. If there were a rush to push through changes to an existing policy, we should resist those changes.

-- There are no impending Handbook changes.

2. MASKING:

-- Are there any firm guidelines for the reinstatement of a mask requirement on campus if conditions change? Or is it arbitrary?

-- The COVID committee has looked at measures such as cases per 100,000 in the region, number of hospitalizations, transmission rate, etc. Presumably, we'll use the same criteria in the future.

-- The committee is looking into establishing clear guidelines.

4. Unfinished Business: Discussion of proposed revision to values and ethical responsibilities policy

a) The draft revision includes three new sections: reporting suspected ethical or compliance violations (VIII), whistleblower protection (IX), and investigating reported alleged illegal or dishonest activity (X).

b) Does the policy convey the University's commitment to ethical behavior by *all* members of the university community? Are whistleblowers afforded sufficient protection? Could interactions interpreted as non-collegial represent a violation of this policy?

BACKGROUND:

We acknowledge understanding the ethics policy annually. Is it clear how whistleblowers are protected? Is it clear how violations are investigated? Do you trust the policy will be enforced fairly in regards to power differentials?

Section IX on whistleblowers – no mention about “illegal” or “dishonest” activity before this section. The policy is really about values and ethical responsibilities. We could eliminate the language “illegal” and “dishonest.” A whistleblower could be defined as someone who “acts in good faith to report violations of the policy.”

The Faculty Advocate was concerned about the sentence regarding retaliation against whistleblowers – that they must report retaliation to HR “immediately.” What if someone is blowing the whistle on someone in HR? What does “immediately” mean? There should be another person to report to.

How does NKU protect against retaliation? It is unclear. There is no explanation regarding how to protect against retaliation. The sentence on curtailment of protection is problematic – “... does not preclude the university from addressing performance or behavioral issues with employees as appropriate.” This is a very vague statement – what constitutes “appropriate”? This statement could be removed from the policy.

We could replace “illegal” and “dishonest” with “ethical or compliance violations.”

If there are going to be investigations, there needs to be procedures in place to conduct them. There are no identified procedures for this.

DISCUSSION:

-- We need to identify an umbrella of activities this policy addresses. If investigations have happened in the past, we need to identify what those procedures were.

-- We want to make sure the manner in which past investigations have happened wasn't “made up on the fly.” We want to ensure fairness. We want to go beyond identifying what part of the university conducts investigations and define a procedure for investigations.

-- There is a lot of language and direction on grievances related to tenure that could be a possible framework here.

-- The current policy in section VI says any adverse employment action should happen only pursuant to applicable university handbooks, policies, and procedures. The ethics policy might be used for things at less than the level of employment action. It is very important that anything involving employment action NOT include divisions of the university like HR. We shouldn't weaken tenure protections. These issues involve faculty committees that determine if

there is a basis to remove a tenured faculty member. HR is not capable of running such an investigation – the faculty is far more capable. Outsourcing investigations would lead to lower quality investigations and could weaken tenure.

-- While the investigations are outsourced – legal compliance, internal auditing, HR – actions regarding violations are pursuant to the Handbook, etc.

-- No action would be taken by a faculty committee unless the investigation is a high enough quality.

-- Faculty Advocate: The FA refers faculty with issue to the ethics policy – that has been useful. The proposed changes will make it less useful. Part of the problem is the term “whistleblower,” if the problem being reported isn’t “illegal” or “dishonest”—then the policy doesn’t apply and the person reporting the issue would not be a whistleblower. The existing policy without changes is better than the suggested revisions even with slightly modified language. How does the administration currently use the policy? The process is still internal to the university. Some department chairs have advised faculty to not go forward with complaints due to the power of the person the complaint is against. If there are people with that much power, what kind of retaliation could happen if someone were to make an allegation?

Historical Perspective: When this policy was first passed by the BoR it was done in a “closed session.” The faculty did not see this policy until years later. It came out to faculty around the time NKU was considering going Division 1 in athletics. The faculty did not rubber stamp the policy – significant changes had to be made. The changes required by the faculty made the policy more broadly applicable. With the suggested draft policy changes, faculty would need to get an attorney and sue or go to the media. That would not be good for the university. We don’t know the intent of those who proposed changes.

-- The changes were proposed by the internal auditor, not by legal counsel or the administration. The intent was to make clear what we are already doing. There is already anti-retaliation language in the Sexual Misconduct policy and Research Misconduct policy. The intent was for this policy to align with those.

-- Question to Faculty Advocate: Should the new sections be removed or is the problem with how the new sections are written?

-- The Faculty Advocate suggested adding that “the work of faculty needs to be evaluated on its true merit” in the same way the document already says the work of students needs to be. Example, what if the Department Chair oversees three disciplines and wants to get rid of one of them. Raises only go to those in the Chair’s discipline. This is not illegal or dishonest, but it is unethical, so a person who reports this activity is not a whistleblower under the policy as drafted. The ethics policy has been useful in cases like that. We need to reject the changes proposed in the draft policy.

-- University Counsel Joan Gates could be invited to the next meeting to clarify what this policy means. (This is supported by the Faculty Advocate.)

-- The correct language needs to be used. For action to be taken, it needs to be

clear that there is a “formal complaint.”

ACTION:

-- K. Fuegen will request that University Counsel Joan Gates attend the next PCC meeting.

5. Adjournment

- a) The meeting adjourned at 4:31pm.

Submitted,

M. Providenti, Secretary

ARTICLE III. MEMBERSHIP

- A. The General Faculty shall consist of all tenured and tenure-track faculty, and full-time, non-tenure track renewable faculty.
- B. The provost, associate/vice provosts, deans, assistant/associate deans, and school directors/department chairs are not considered to be General Faculty for the purpose of the faculty senate.
- C. All questions of eligibility for the senate membership shall be resolved by the Executive Committee of the Faculty Senate.

Commented [KF1]: New language; not in FS President's proposed revisions.

ARTICLE IV. ELECTION OF MEMBERS

- A. All members of the General Faculty are eligible to vote in Faculty Senate elections.
- B. No later than October 15th of each year, the president of the Faculty Senate shall appoint a member of the general faculty from each college offering degrees to constitute an Elections Committee. Members of the Election Committee may not be candidates for election to the Faculty Senate. This committee shall preside over all elections sponsored by the Faculty Senate.
- C. Members of the Faculty Senate shall be elected as follows:
 - 1. The Senate consists of representatives from each department, at-large representatives of the colleges and schools. (In further descriptions, any reference to *department* shall also refer to *school*.) For election purposes, Learning PLUS, First Year Programs, and Honors shall be considered a single department not affiliated with a college. The Steely Library faculty shall be given the same status as a college for voting purposes. The College of Law, including the Law Library, shall be considered an academic college. It shall be entitled to one Senator plus additional Senators as determined by the Executive Committee. Any professional colleges which may be added to the University in the future shall be treated in a similar fashion. Graduate Programs shall be entitled to one Senator, chosen by a vote of the graduate faculty in an election conducted by the Graduate Council. Only full-time faculty who have taught at least one graduate course in the preceding two semesters are eligible to serve as the Graduate Programs representative.

Commented [KF2]: Current language states September 20. FS President and Elections Committee concur that a later date is desirable.

2. The number of at-large Senators from each college shall be proportional to the General Faculty as determined by the Executive Committee by September 15th of each year based on the Fall Semester faculty roster. For purposes of calculating numbers of Senators, only faculty eligible to vote for Senators shall be counted. Department Senators shall make up 2/3 of the Senate and shall be seated immediately upon the formation of a new academic department for their specified term of office. The total number of at-large Senators shall be adjusted to make-up 1/3 of the Senate and shall be elected in the normal elections cycle. Deviations from the 2/3 department, 1/3 at-large representational ratio shall be corrected through the normal elections cycle.

3. Within each college, every department or school elects one Senator. Eligible colleges elect additional Senators to fill out their allocations of at-large Senators.

4. Senators shall serve for two-year terms, with approximately one-half being elected each year. The term of office shall run from July 1st through June 30th.

5. Election of faculty Senators other than those elected by departments shall be presided over by the Elections Committee of the Faculty Senate.

6. **By no later than the tenth week of the Fall semester,** those departments whose Senator's term shall expire on June 30 shall elect a representative from among their faculty. One may not serve concurrently as both an at-large Senator and as a departmental Senator.

Commented [KF3]: Current language in constitution. FS President proposes different timing.

7. **By no later than the twelfth week of the Fall semester,** the Elections Committee shall provide all eligible faculty members with ballots listing those faculty members within their college who, in writing, have consented to stand for election to the Faculty Senate as an at-large Senator. Each eligible faculty member may vote for as many candidates as there are available seats in their college. The Elections Committee shall tabulate the ballots and submit the results to the Faculty Senate by the meeting of the Faculty Senate.

Commented [KF4]: Current language in constitution. FS President proposes different timing.

8. Vacancies

a) Vacancies of one semester or more in departments shall be filled by a vote of the respective faculty. Notification of the results shall be made in writing to the president of the Faculty Senate.

b) Vacancies of one semester or more in at-large shall be filled from the election results of the most recent election of that respective constituency. In case of a tie the selection shall be

by a coin flip conducted by the Chair of the Elections Committee in the presence of the tied candidates. If no candidates are available from that constituency, the position shall remain vacant until the next regular election.

c) Vacancies of less than one semester shall be filled by the absent Senator appointing an alternate with consultation of the president of the Faculty Senate. This alternate must be a full-time faculty member from the same constituency the absent Senator was elected to represent.

ARTICLE V. OFFICERS

- A. The Officers of the Faculty Senate shall be the President, Vice President, Secretary, Faculty Advocate, and the Chairpersons of all standing committees elected as provided herein. The Vice President shall serve as presiding officer in the absence of the President.
- B. *Ex Officio*, non-voting Officers of the Faculty Senate shall be the Faculty Regent, Parliamentarian, and Chairperson of the Graduate Council. Other Officers, if not serving as a Senator, shall have a vote in Senate.
- C. The Officers of the Faculty Senate shall serve in their respective positions as the officers of the General Faculty.
- D. Officers serve at the pleasure of the Faculty Senate. An officer may be removed by a two-thirds vote of Senators present and voting. Any vacancy created by the removal or resignation of an officer should be filled by special election of the Faculty Senate.
- E. The President of the Faculty Senate shall serve as the Grand Marshall of the University. The Chase College of Law selects its own Grand Marshall.
- F. The President of the Faculty Senate, upon assumption of office, shall serve as representative of the General Faculty to the Senate. The departmental, independent program, or college membership vacancy created shall be filled in accordance with Article IV, section C.
- G. All full-time, tenured faculty are eligible to run for the position of Faculty Advocate.

ARTICLE VI. ELECTION OF OFFICERS

Before the first meeting of the Spring Semester, the incumbent President of the Faculty Senate shall call and preside at a special session with the sole purpose to elect Faculty Senate officers for the next session beginning on July 1 Nominations may be submitted to the incumbent President of the Faculty Senate prior to the special meeting or may be made from the floor during the meeting. Terms of office shall be for one year. Officers must meet the Senate membership requirements as specified in ARTICLE III but do not have to be Senators.

CONSTITUTION OF THE FACULTY SENATE NORTHERN KENTUCKY UNIVERSITY

- approved by the Faculty Senate on November 28, 2016 -
- approved by the General Faculty on January 23, 2017 -
- approved by the Board of Regents on March 15, 2017 -

ARTICLE I. FUNCTIONS AND PURPOSES

- A. The Faculty Senate is the official representative body of the General Faculty of Northern Kentucky University.
- B. The purposes of the Faculty Senate are to:
- 1) Provide a forum for the faculty to propose policy and to discuss all matters relating to the wellbeing of the University.
 - 2) Allow the faculty to participate effectively in the enactment of university policies.
 - 3) Conduct studies deemed essential to the progress of the University.
 - 4) Evaluate university policies, programs, and practices and recommend such improvements as seem warranted.
- C. As the representative of the General Faculty, the Senate shall be a counselor to the University president in matters of faculty concern. When the University president disagrees with a recommendation of the Senate, ~~he/she may request~~ the Senate ~~may be requested~~ to reconsider its decision at its next regular meeting or at a special meeting called for that purpose. The University president or ~~his/her~~ designee shall provide the Senate with the reasons for ~~the his/her~~ disagreement. The Senate shall reconsider its decision, giving due weight to the University president's reasons. If the Senate and University president cannot agree, the University President, at the request of the Senate, shall report the Senate's views to the Board of Regents.

ARTICLE II. POWERS

- A. The General Faculty assembled in meeting has all powers necessary to implement the functions enumerated in ARTICLE I.
- B. All powers of the General Faculty are exercised through the Faculty Senate, except as limited by ARTICLE VIII, B and H.

ARTICLE III. MEMBERSHIP

- A. The General Faculty shall consist of all tenured ~~and~~ tenure-track faculty, and full-time, non-tenure track renewable faculty.
- B. For the purpose of election to, and service on, the Faculty Senate, ~~the~~ Faculty is defined as General Faculty who spend ~~25% or less of their time in an~~

~~administrative appointment~~ 50% or more of their time in teaching and/or research/creative activity, including professional librarians, and who have held a faculty appointment for at least one academic year before assuming a Senate seat.

Commented [JF1]: Include service here also?

C. Part-time faculty may have three voting members of the Faculty Senate elected from nominees of current part-time faculty. Part-time faculty with one academic year of service are eligible for election to Faculty Senate. Election to Faculty Senate is not a guarantee of continuing employment.

Commented [JF2]: Include Adjunct here also? According to the Handbook, technically adjunct faculty are paid more than 50% by non-University funds. PT does not equal adjunct, though that is the common vernacular.

D.

Commented [JF3]: Three is a more or less random number. It gives a voice, but not much real power. I looked into trying to be representative (by college for instance), but couldn't come up with anything that made sense to me.

C. All questions of eligibility for the senate membership shall be resolved by the Executive Committee of the Faculty Senate.

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ARTICLE IV. ELECTION OF MEMBERS

A. All members of the General Faculty are eligible to vote in Faculty Senate elections.

A.B. No later than September 20 of each year, the president of the Faculty Senate shall appoint a member of the general faculty from each college offering degrees to constitute an Elections Committee. Members of the Election Committee may not be candidates for election to the Faculty Senate. This committee shall preside over all elections sponsored by the Faculty Senate.

Commented [JF4]: Push this later? September 20 is a challenge because it is difficult to get nominees this early in the academic year. What about second week of October? We'll have had two Senate meetings by then.

B.C. Members of the Faculty Senate shall be elected as follows:

1) The Senate consists of representatives from each department, ~~and~~ at-large representatives of the colleges and schools, and at-large representatives of adjunct faculty. (In further descriptions, any reference to ~~college-department~~ shall also refer to *school*.) For election purposes, Learning PLUS, First Year Programs, and Honors shall be considered a single department not affiliated with a college-~~or school~~. The Stealy Library faculty shall be given the same status as a college for voting purposes. The College of Law, including the Law Library, shall be considered an academic college. It shall be entitled to one Senator plus additional Senators as determined by the Executive Committee. Any ~~p~~Professional ~~c~~Colleges which may be added to the University in the future shall be treated in a similar fashion. Graduate Programs shall be entitled to one Senator, chosen by a vote of the graduate faculty in an election conducted by the Graduate Council. Only full-time faculty who have taught at least one graduate course in the preceding two semesters are eligible to serve as the Graduate Programs representative.

2) The number of at-large Senators from each college shall be proportional to the General Faculty~~total faculty~~ as determined by the Executive Committee by September 15th of each year based on the Fall Semester faculty roster. For purposes of calculating numbers of Senators, only faculty eligible to vote for Senators shall be counted. Department Senators shall make up 2/3 of the Senate and shall be seated immediately upon the formation of a new academic

department for their specified term of office. The total number of at-large Senators shall be adjusted to make-up 1/3 of the Senate and shall be elected in the normal elections cycle. Deviations from the 2/3 department, 1/3 at-large representational ratio shall be corrected through the normal elections cycle.

3) Within each college, every department or school elects one Senator. Eligible colleges elect additional Senators to fill out their allocations of at-large Senators.

4) All Senators shall serve for two-year terms, with approximately one-half being elected each year. The term of office shall run from July 1st through June 30th.

5) Election of faculty Senators other than those elected by departments shall be presided over by the Elections Committee of the Faculty Senate.

6) By no later than ~~March 1, the tenth week of the Fall semester,~~ those departments whose Senator's term shall expire on June 30th ~~of the next calendar year~~ shall elect, ~~from those not already elected to the Faculty Senate,~~ a representative from among their faculty. One may not serve concurrently as both an at-large Senator and as a departmental Senator.

7) By no later than ~~April 1 the twelfth week of the Fall semester,~~ the Elections Committee shall provide all eligible faculty members with ballots listing those faculty members within their college who, in writing, have consented to stand for election to the Faculty Senate as an at-large Senator. Each eligible faculty member may vote for as many candidates as there are available seats in ~~his/her/their~~ college. The Elections Committee shall tabulate the ballots and submit the results to the Faculty Senate by the ~~April~~ ~~December~~ meeting of the Faculty Senate.

8) ~~All newly elected senators shall assume office on July 1st.~~ Vacancies

Commented [JF5]: Redundant

a) Vacancies of one semester or more in departments shall be filled by a vote of their respective faculty. Notification of the results shall be made in writing to the president of the Faculty Senate.

b) Vacancies of one semester or more in at-large ~~positions or part-time~~ Senators shall be filled from the election results of the most recent election ~~of~~ that respective constituency college. In case of a tie the selection shall be by a coin flip conducted by the Chair of the Elections Committee in the presence of the tied candidates. If no candidates are available from that ~~college constituency,~~ then the position shall remain vacant until the next regular election.

c) Vacancies of less than one semester shall be filled by the absent Senator appointing an alternate with consultation of the president of the Faculty Senate. This alternate must be a full-time faculty member from the same constituency the absent Senator was elected to represent.

d) ~~Vacancies of one semester or more shall be filled through a special election.~~

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Commented [JF6]: redundant

d) _____

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ARTICLE V. OFFICERS

A. The Officers of the Faculty Senate shall be the President, Vice President, Secretary, Faculty Advocate, and the Chairpersons of all standing committees elected as provided herein. The Vice President shall serve as presiding officer in the absence of the President.

B. Ex Officio, non-voting Officers of the Faculty Senate shall be the Faculty Regent, Parliamentarian, and Chairperson of the Graduate Council. Other Officers, if not serving as a Senator, shall have a vote in Senate.

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C. The Officers of the Faculty Senate shall serve in their respective positions as the

officers of the General Faculty.

- D. Officers serve at the pleasure of the Faculty Senate. An officer may be removed by a two-thirds vote of Senators present and voting. Any vacancy created by the removal or resignation of an officer should be filled by special election of the Faculty Senate

- E. The President of the Faculty Senate shall serve as the Grand Marshall of the University. The Chase College of Law selects its own Grand Marshall.
- F. The President of the Faculty Senate, upon assumption of office, shall serve as representative of the General Faculty to the Senate. The departmental, independent program, or college membership vacancy created shall be filled in accordance with Article IV, section C.B.1.
- F.G. All full-time, tenured faculty are eligible to run for the position of Faculty Advocate.

ARTICLE VI. ELECTION OF OFFICERS

- A. Before the first meeting of the Spring Semester, the incumbent President of the Faculty Senate shall call and preside at a special session with the sole purpose to elect Faculty Senate officers for the next session beginning on July 1 ~~of the newly elected senators and senators whose terms do not expire at the end of the current Senate session. The purpose of this special meeting is to elect Faculty Senate officers for the next session.~~ Nominations may be submitted to the incumbent President of the Faculty Senate prior to the special meeting or may be made from the floor during the meeting. Terms of office shall be for one year. ~~A session for the Faculty Senate and its officers begins on July 1st.~~ Officers must meet the Senate membership requirements as specified in ARTICLE III, but do not have to be Senators.
- ~~B. Before the final meeting of the Spring Semester, the Elections Committee shall conduct an election to choose the Faculty Advocate for the following year. The Elections Committee shall issue a call for nominations at least one month before the election. All full-time, tenured faculty are eligible to run for the position of Faculty Advocate.~~

ARTICLE VII. COMMITTEES

There shall be seven standing committees of the Faculty Senate: the Executive Committee; the Budget Committee; the University Curriculum Committee; the Faculty Benefits Committee; the Teaching Enhancement and Effectiveness Committee; the Professional Concerns Committee; and the General Education Committee. ~~Departments and Colleges shall determine which faculty serve on these standing committees.~~

- A. The Budget Committee, University Curriculum Committee, Faculty Benefits Committee, and Professional Concerns Committee ~~may~~ include one ~~elected~~ representative from each academic department, or independent program electd by the faculty of the department, school, or program. ~~not already represented by a senator.~~
- B. The General Education Committee (GEC) and The Teaching Effectiveness and Enhancement Committee (TEEC) ~~shall consist of at least one member from each College. Representatives shall be chosen by the Faculty Senate President in~~

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consultation with the Senate Executive Committee membership are chosen according to their respective bylaws and approved by the Faculty Senate Executive Committee. At a minimum, there will be at least one member from each College.

- C. The Executive Committee shall consist of the officers of the Faculty Senate, including *ex officio* officers, and it shall be chaired by the President of Faculty Senate.
- D. Reassigned time or stipends shall be allotted to the following members of the Executive Committee:

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President – 50% reassigned time
Curriculum Chair – 25% reassigned time
Faculty Benefits Chair – 25% reassigned time
Professional Concerns Chair – 25% reassigned time
Budget Committee Chair – 25% reassigned time
General Education Committee Chair – 25% reassigned time
Teaching Enhancement and Effectiveness Committee Chair – 25% reassigned time
Faculty Advocate – 25% reassigned time
Vice President – stipend (amount set by Provost)
Secretary – stipend (amount set by Provost)
Parliamentarian – stipend (amount set by Provost)

E. The following duties shall be the specific responsibilities of the Executive Committee:

- 1) It shall function as the official representative body of the faculty when the Faculty Senate is not in session and may take whatever emergency action it deems necessary. Such action shall be presented for approval to the Faculty Senate at its next regular meeting.
- 2) It shall cause matters approved by the Faculty Senate to be conveyed to the president of the University for appropriate action, and shall report the action taken to the Faculty Senate.
- 3) It shall serve as a committee on committees to work with the administration in forming university committees and in appointing their membership when appropriate.
- 4) It shall receive the written reports of the committees of the Faculty Senate.
- 5) It shall refer such matters as are designated by the Faculty Senate for action by the appropriate committee.
- 6) It shall prepare the agenda for meetings of the Faculty Senate. Committee recommendations intended for Senate action shall be so designated on the agenda.
- 7) It shall insure that nominations and elections are carried out as specified in the Constitution.

~~FF.~~ The following duties shall be the specific responsibility of the Budget Committee:

- 1) It shall review, analyze, receive updates on, recommend and report to the Faculty Senate on all matters pertaining to the budget, including the following:
 - a) The Council on Postsecondary Education's (CPE) biennial budget development process and the University's input into it, including the

CPE's capital and operating recommendations for funding NKU and each of the public institutions.

- b) The University's annual operating budget in at least the preliminary, intermediate and final stages of its development.
 - c) Salary data relating to the university salary policy and appointment.
 - d) Major capital expenditure proposals submitted by the administration.
- 2) It shall serve as an advisory board to the Executive Committee and our representative to the Coalition of Faculty Senate Leadership (COSFL) to ensure that faculty interests are represented by COSFL at the state level.
- G. The following duties shall be the specific responsibility of the University Curriculum committee.
- 1) It shall make recommendations to the Faculty Senate, and through it to the University administration, in all areas of curriculum policies and procedures and curriculum-related definitions with the exception of those policies and procedures that fall under the purview of the Chase College of Law.
 - 2) It shall periodically review, evaluate, and make recommendations concerning such policies and procedures. In examining proposals it shall apply criteria including pedagogy, academic quality, staffing, and available resources.
 - 3) Recommendations of the University Curriculum Committee do not require full Faculty Senate approval except for changes to the general education program (including new general education courses), new programs, substantive program changes and changes to the UCC bylaws. No curriculum changes may be made without approval by the regular curriculum process.
- H. The following duties shall be the specific responsibility of the Faculty Benefits Committee:
- 1) It shall review, evaluate, and make recommendations concerning those policies, procedures, and programs related to faculty benefits; such as 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.
 - 2) It shall process applications of and make recommendation on candidates for Faculty Sabbatical Leaves, Faculty Project Grants, Faculty Summer Fellowships and other programs assigned by the Faculty Senate.
- I. The following duties shall be the specific responsibility of the General Education Committee:
- 1) It shall review, evaluate, and recommend General Education policies, including oversight, revisions to, and assessment of the General Education Program.
- J. The following duties shall be the specific responsibility of the Professional Concern Committee:

- 1) It shall provide a forum for the faculty to propose policy and to discuss all matters relating to the wellbeing of the University.
- 2) It shall review, evaluate, and make recommendations concerning policies relating to the general academic and professional concerns of the faculty, both full and part-time.
- 3) It shall review, evaluate, and make recommendations regarding all policies procedures and practices related to governance of the university.

K. The following duties shall be the specific responsibility of the Teaching Enhancement and Effectiveness Committee:

- 1) It shall review, evaluate, and recommend policies regarding the evaluation and enhancement of teaching.
- 2) It shall review, evaluate, and recommend student policies regarding all matters of concern to the faculty.

L. The following duties shall be the specific responsibility of the Faculty Advocate:

- 1) ~~He or she shall provide assistance in resolving faculty complaints and concerns. Consultations with the Faculty Advocate when providing this assistance is not a breach of confidentiality for the faculty member or Faculty Advocate.~~
- 2) ~~He or she shall~~ Consult with faculty from each department and school on campus throughout the year in order to better understand faculty concerns. These consultations shall remain confidential unless faculty agree to waive confidentiality.
- 3) ~~He or she shall~~ Make policy recommendations to the Executive Committee as appropriate, while at all times maintaining the confidentiality of ~~his or her~~ interactions with individual faculty, unless faculty agree to waive confidentiality.
- 4) ~~He or she shall~~ Meet with appropriate administrators as needed.

~~NN. No later than September 20 of each year, the president of the Faculty Senate shall appoint a member of the general faculty from each college offering degrees to constitute an Elections Committee. Members of the Election Committee may not be candidates for election to the Faculty Senate. This committee shall preside over all elections sponsored by the Faculty Senate.~~

ARTICLE VIII. MEETINGS

- A. The ~~G~~general ~~F~~faculty shall meet as appropriate; the meeting to be convened by the President of the Faculty Senate, the President of the University, the Provost, or the Executive Committee of the Faculty Senate.
- B. Should a petition, signed by at least 10 percent of the General Faculty as exhibited on the official roster, requesting a meeting of the General Faculty and indicating proposed items of business be filed with the President of the Faculty Senate, the Executive Committee shall call a meeting of the General Faculty to consider those

matters. Such a meeting shall be held not later than fourteen calendar days, exclusive of holidays, from the filing date of the petition. The filing of a petition challenging

Senate action shall be interpreted as a declaration that the General Faculty is asserting its jurisdiction.

- C. No meeting of the General Faculty called by the Executive Committee shall be held unless an agenda prepared by that committee is distributed to all members of the General Faculty at least five business days prior to the meeting date.
- D. The Faculty Senate shall meet at least once each month during the academic year, unless deemed unnecessary by the Executive Committee. Special meetings may be called at any time during the course of the year, including the summer, by the President of the Faculty Senate or its Executive Committee. Regular meetings shall ordinarily be on the fourth Monday of each month; emergency changes of date may be made by the Executive Committee.
- E. The Executive Committee shall appoint a temporary chairperson should neither the President nor the Vice-president be in attendance.
- F. All meetings of the Faculty Senate shall be open to the University community. Any member of the General Faculty present shall receive floor privileges upon request; however, these privileges shall not include the right to introduce or second motions or to vote. Other members of the academic community may be granted floor privileges with the same restrictions by a majority vote of the Senate. Only duly elected senators or their designated alternates in attendance may introduce or second motions or vote.
- G. Agenda items and supporting information shall be submitted to the Executive Committee at least fourteen calendar days prior to the scheduled Senate meeting. Items may also be placed on the agenda by the Executive Committee on its own motion of any member of the Senate, or by petition signed by at least ten members of the general faculty at least five business days in advance of the Faculty Senate meetings.
- H. Minutes of the previous meeting of the Faculty Senate and an agenda for the next meeting shall be distributed to all members of the Faculty Senate at least five business days prior to the subsequent Senate meeting. A second copy shall be sent to each senator for posting and review by all faculty. Actions of the Faculty Senate shall become final fourteen calendar days, exclusive of holidays, following the official distribution of said minutes, unless the General Faculty asserts its jurisdiction.

ARTICLE IX. FACULTY REGENT

The Faculty Regent shall report regularly to the Faculty Senate, and through it to the General Faculty, on those matters, which are coming before the Board of Regents and shall report action taken on such matters.

ARTICLE X. RULES OF ORDER

A majority vote is defined as a majority of those present and voting. An abstention shall not count as a vote. In the absence of any other special rules of order, which the General Faculty or the Faculty Senate may adopt, Robert's Rules of Order Newly Revised (latest

edition) shall govern the conduct of the meetings.

ARTICLE XI. QUORUM

A quorum for a Faculty Senate meeting shall be 50 percent of its members.

ARTICLE XII. STANDING COMMITTEE'S BYLAWS

Each standing committee shall maintain its own bylaws. All amendments are subject to the approval of Faculty Senate.

ARTICLE XIII. SEVERABILITY

The invalidation of any portion of this constitution shall not affect the validity of any other portion of the constitution.

ARTICLE XIV. EFFECTIVE DATE

This constitution becomes effective upon approval by the Board of Regents and becomes part of the Faculty Policies and Procedures Manual.

ARTICLE XV. AMENDMENTS

This constitution may be amended at any meeting of the General Faculty by a two-thirds majority of those present and voting, provided the proposed amendment was included in the agenda and was available to the members of the General Faculty for one week prior to the meeting. The approved amendment becomes operative upon ratification by the Board of Regents.
