

Professional Concerns Committee

Minutes for April 21, 2022

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

Members in Attendance: S. Alexander, R. Brice, T. Cata, W. Darnell, K. Fuegen, R. Gall, P. Hare, J. Herman, J. Kaiser, K. Katkin, A. Miller, K. Munte, M. Nakamura, G. Newell, M. Providenti, H. Riffe, G. Sun, J. Washburn-Moses, M. Washington, M. Whitson

Guests in Attendance: J. Bloch, M. Cecil, J. Farrar, G. Hiles, S. Kim

Members Not in Attendance: L. Dynan, B. Green, B. Karrick

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 April 7, 2021 meeting

- a) Draft minutes from the April 7 meeting were approved without dissent.

3. Chair's Report and Announcements

From the Chair's notes:

- a) Neither Faculty Senate nor the Executive Committee have met since our last meeting.
- b) University Legal Counsel Joan Gates is leaving. I will serve on the search committee. The committee will be co-chaired by Bonita Brown and Tammy Knochleman. If you have ideas regarding what skills or experience the university general counsel should have, reach out to me.
- c) Updates:
 - i. There is no news regarding a new vendor for student evaluations of instruction.
 - ii. At our most recent meeting, we discussed revisions to the Values and Ethical Responsibilities policy. During that meeting, Faculty Advocate Phil McCartney and members of this committee made suggestions regarding language in the policy. The proposed changes have been incorporated into the draft. The draft was sent to the internal auditor and member of human resources. We await a response.
 - iii. Earlier in the semester, we discussed revisions to the Intellectual Property policy. We discussed two new draft revisions to the IP policy that is currently in the Handbook. The draft revisions are Copyrights, Inventions and Patents.

Members of this committee raised concerns regarding the creator's rights and obligations, specifically the provision that the Creator shall grant the University the right to use, perform, display, copy, or reproduce Traditional Works. This is not part of the current IP policy. The draft revision states that the University shall have right and license to use, reproduce, modify, and create derivatives of instructional materials. That is also not part of current IP policy.

Members of this committee raised concerns about student ownership of work in the Inventions and Patents draft revision. The attempted clarification regarding student rights did not address the concern about whether students who assist faculty in research projects could be considered Innovators in this policy.

Members of this committee raised concerns about net royalties. 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 proposed changes would reduce Innovator share of revenue.

In most regards, no changes have been made to the draft revisions that address concerns raised by members of this committee.

d) DISCUSSION:

- Question: How do royalties work with upfront money for a trade publication?
- Faculty retain ownership of traditional works. A publication is a traditional work.
- Only scientists need to be concerned with the royalties under the patent policy.
- The draft revisions of the patent policy would take a greater cut of royalties than the original policy.
- It is procedurally important that PCC recommend to the Senate that it should vote in opposition to these IP policy changes. All of the changes are faculty unfriendly, some student unfriendly. Senate needs to take a clear stance and recommend we retain the status quo 2009 policy.
- In the chat: "I think we should reject the revisions."
- Should PCC reject the changes and recommend retaining the original (despite the revision including some clarifications)?
- J. Farrar: Recommends a "sit down" with Samantha Langley (Vice Provost-Grad Ed, Research, Outreach) to discuss our objections, find compromise. The faculty proposal is reasonable. We need an updated policy, some clarifications in the policy are good, and some sections are objectionable. We need to find common ground. This would be easier in a conversation rather than in emails. If

acceptable, a meeting can be scheduled with K. Fuegen (PCC Chair), K. Katkin, J. Farrar (Senate President), J. Bloch, S. Langley, and others with concerns.

-- Such a meeting would be a mistake, a dead end. Every change is faculty unfriendly. If Senate's compromise is to accept 2 or 3 of 5 changes, faculty are worse off. It appears that S. Langley has been unwilling to compromise even though the Provost, in PCC meetings, has said some of these positions are unnecessary.

-- The Provost was explicit that there was no reason to split royalties under \$5000 as the proposed revisions continue to state.

-- In the chat: From the Provost: "I just shared my agreement with PCC on the rates with Sam."

-- Let K. Fuegen know if you want to participate in a meeting with S. Langley.

4. Unfinished Business: discussion of proposed changes to the Faculty Senate constitution (two attachments)

a) For purposes of voting in Senate elections, how shall the General Faculty be defined?

i. Background: the constitution states, "For the purpose of election to, and service on, the Faculty Senate, Faculty is defined as General Faculty who spend 25% or less of their time in an administrative appointment and who have held a faculty appointment for at least one academic year before assuming a Senate seat."

ii. It is difficult to apply the 25% rule, because Human Resources does not classify people according to how much time they spend in an administrative appointment. The consequence is that the Elections Committee must make judgment calls about whether someone is considered part of the General Faculty. The goal is to create a definition that can more easily be applied and that relies less on judgment calls.

BACKGROUND:

We aim to preserve Faculty Senate for Faculty. The proposal is to delete 25% or less in administrative appointment and replace it with 50% or more in teaching, research, or creative activity. This includes professional librarians. The definition shifts from measuring administrative work to faculty work which is consistent with the AAUP definition.

Possible alternative ways of thinking about this:

1) From the Elections Committee: Instead of percentages, there should be a list of people excluded from the general faculty for the purpose of Senate. (e.g. Provost, Associate and Vice Provosts, Deans, Associate Deans, School Directors, Department Chairs).

2) Does the person have supervisory or evaluative responsibilities over others? Generally, faculty do not supervise or evaluate other faculty. People who conduct annual performance review could be excluded from

the general faculty for the purpose of Senate.

DISCUSSION:

-- Faculty Advisors may not fit into these definitions. The list of excluded persons would include faculty advisors.

-- The current policy seems fine. The proposed changes are *mostly* fine except for the numerical change. The 50% or more in teaching, research, or creative activity should instead be 75% (explicitly including professional librarians). This would not include faculty advisors who only have faculty status due to KERS.

-- If we could define this in terms of reassigned time, your teaching and research would be 75%.

-- The problem is that while the colleges have information about who receives reassigned time, that isn't necessarily reported to anyone. 200+ faculty have 25% reassigned time. 30+ faculty have at least 50% reassigned time (mostly Program Directors). Do we want to exclude Program Directors?

-- Yes, exclude Program Directors. We want to exclude people with that much reassigned time. (Another member says, "I agree").

-- In the chat: "So let's keep those people off the Senate!"

-- In the chat: "I do not believe that program directors should be excluded."

-- Some advisors have 75% release time because they are really not faculty. They were hired to be staff but teach one class to be faculty. There should be a 10 month contract that is not a faculty contract.

-- J. Farrar: Now that KERS is resolved we no longer need to hire staff as faculty. The 75%/25% definition is about defining faculty by what they do, not what they don't do. When PCC recommends the percentage we wish to use, Senate President will ask Deans to define that, provide a list of people, at the beginning of the academic year. Supplying the list will need to be in the clarifications. Senate President will publish that list in the event someone feels wrongly excluded.

-- In the chat: Provost: "We'll seek to convert where we can and when 'faculty advisor' positions open up, they'll become staff positions."

-- Staff Congress excludes anyone who is part of another governing body. Staff Congress members can't also be on Faculty Senate. Should we do the same?

-- Item 4.C. suggests that Faculty Advisors (First Year Student Success Hub) would be excluded from VPUAA. If NTT faculty who are not in colleges are excluded, that only leaves Honors.

-- We need to be careful about identifying programs and units to not inadvertently exclude faculty.

-- Why not just use a list of people who can't serve on Senate?

-- The problem is that the list would need to be updated every time there

is a new title. For example, we create a position Unit Head that has evaluative responsibilities – we might not want them on Senate but their title wouldn't be in the exclusion. We'd need to revise the Constitution for every new title.

-- Why not do both, provide a definition AND titles?

-- J. Farrar: If we define the parameters well, we don't need to list titles.

-- In the chat: "Another problem with listing all the job titles that should NOT be eligible to serve is that most of us don't know all the job titles that are out there today."

-- Is it worse to exclude someone from Senate or include someone who shouldn't be on Senate?

-- Do many admins even want to serve on Senate?

-- If someone is elected from a legitimate academic department, we should defer to their choice. We could make a list of units that are eligible to elect Senators.

-- It is worse to allow Senators to serve who should be excluded. They might represent the administration's views or take up Senate's time on issues not helpful to faculty.

-- If we exclude too many people, Senate's impact is weakened.

-- Faculty Senate would be much more weakened by allowing members to serve who are not really faculty.

-- How many departments have faculty who supervise and evaluate other faculty? Those who supervise and evaluate can tend less toward collaboration and more toward giving orders. This separates those who supervise and evaluate from other faculty.

-- One PCC member has a 25% reduction as a Program Coordinator which includes evaluating adjunct faculty. We need a clear definition.

-- In the chat: "It seems to me that some of these roles are not consistent over different departments. For example, our department program directors do not evaluate faculty. I would certainly classify anyone who formally evaluates full-time faculty as fulfilling an administrative role and thus ineligible to serve on the Faculty Senate."

-- What do other universities do?

-- AAUP recommends the definition be based on time teaching, research, and creative activities.

-- Most faculty don't want to spend time on Senate. The Senate is stronger when the Senators advocate strongly for their areas. A smaller, more dedicated, body would make a stronger Senate.

-- Faculty should be defined as those who do the teaching, research, and creative activity. Senators should be drawn from those who do teaching, research, and creative activity.

-- What if departments submitted names in advance to ensure those people are eligible before they are elected to Senate? This would ensure they are not in an administrative role.

-- J. Farrar: Suggestion, leave this alone. Senate President will need to ask Deans to provide a list of people based on the 25% or 75% definition. The 25% definition can work if we cannot simplify the definition.

-- Support given for the 75% percent definition. Concerns voiced that for departments that do not have primary teaching assignments as their core work, the percentage is a made up number. There needs to be an exception written, a clarification for those areas where percentages cannot be counted in course reductions. Maybe, in areas where a course reduction is not a valid measure, evaluating other faculty could be a substitute.

-- In the chat: "[To Senate President] -- I think the definition you wrote is perfect, except that the number should be 75%, not 50%. [To Library representative] -- I also agree that an exception should be written to keep Steely Library Faculty in the Senate, expressly."

5. New Business: working conditions of faculty advisors
 - a) When should faculty advisors be notified that they are expected to work during the summer?
 - b) Should summer compensation rise as salary increases?

-- moved to a later meeting.

6. Future Business

-- Nothing at this time.

7. The meeting adjourned at 4:30pm.

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.

~~FE.~~ 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.
