

Professional Concerns Committee

Minutes for September 1, 2022

Hybrid Meeting (UC Ballroom and on Zoom Conferencing Software), 3:15 pm

Members in Attendance: K. Ankem, R. Brice, W. Darnell, J. Elliot, K. Fuegen, R. Gall, P. Hare, J. Herman, W. Herzog K. Katkin, Y. Kim, A. Miller, N. Mihindikulasooriya, M. Nakamura, M. Providenti, I. Saad, H. Schellhas, J. Washburn-Moses, M. Whitson

Guests in Attendance: J. Bloch, G. Hiles, S. Kim, A. Ndoye

Members Not in Attendance: S. Alexander, K. Code, B. Green, M. King, L. Manchise, H. Riffe, G. Sun, M. Washington

1. Call to Order, Adoption of the Agenda
 - a) The meeting was called to order at 3:20pm. The agenda was adopted unanimously without changes.
2. Introductions
 - a) Members introduced themselves indicating the departments and schools they represent.
3. Approval of the minutes from the May 5 meeting
 - a) Draft minutes from the May 5 meeting were approved without dissent.
4. PCC schedule
 - a) PCC meets the first and third Thursdays. Plan is to continue the hybrid format. Schedule: <https://inside.nku.edu/facultysenate/committees.html>
5. Request for volunteer to represent the PCC on Admissions and Academic Policy Committee: <https://inside.nku.edu/viceprovost/aapc.html>
 - a) A. Miller volunteered to server on AAPC.
6. Purpose of PCC
 - a) Faculty Senate constitution: <https://inside.nku.edu/facultysenate/constitution.html>
 - b) Faculty Handbook: <https://www.nku.edu/academicaffairs/resources/handbook/faculty-handbook.html>
 - c) Statement on collegial governance

PCC provides a forum to propose policy and discuss all matters related to the

wellbeing of the University. PCC reviews and evaluates policy, makes recommendations on policies related to the general academic and professional concerns of the faculty and the governance of the University. The work of PCC includes reviewing and improving the Faculty Handbook.

Collegial governance – good faith consultation with colleagues across the university – is very important in making decisions. (See Faculty Handbook, Appendix C, “Collegial Governance at NKU,” p. 150)

7. Chair’s Report and Announcements

- a) TEEC (Teaching Effectiveness and Enhancement Committee - C. Lawrence) is working with Explorance (product called Blue: <https://explorance.com/products/blue/>). Roll out in January. This can allow for the removal of racist and/or sexist language from student evaluations. Derogatory comments harm faculty morale and may have disproportionately large impact on faculty of color leaving the University. Blue can also include self- and peer evaluation.
- b) From Faculty Regent (M. Baranowski): NKU is in the process of evaluating whether NKU will authorize charter schools in Northern Kentucky related to Kentucky HB 9. Decision due in January 2023.
- c) Presentation by Chief Strategy Office (B. Brown): New payment installment plan designed to not drop students mid-semester. Discussed need for financial literacy programs for students. Unveiled “Help A Norse” (in NKU’s website quick links) - a virtual one-stop to help students who may have a personal threat to their safety (e.g. suicide, sexual misconduct, missing classes, etc.).

8. Future Business: what should be the priorities for PCC this academic year?

- a) Parking Passes: New passes only good through June. Parking Services says the new passes will still be valid July 1. The new parking pass timeline will match the fiscal year (July 1 – Jun 30). The intention is to spread out requests for permits to reduce the August rush. The CFO will address parking in Faculty Senate Budget Committee and a budget forum. Budget Committee will ask about free garage parking in the summer. Staff Congress has a Transportation Committee which is also looking at this.
- b) Rights and responsibilities of Faculty Advocate (FA) need to be addressed in the Handbook. Can the FA discuss APR, RPT, and grievance issues with faculty members without fear of violating confidentiality rules? (See Handbook, section 3.2 [RPT], 8.3 [APR], 14.2.5.9 [grievances]). This has created problems for the FA in the past. Should there be an exception in the Handbook for the FA to have these conversations?
- c) Can a person serve on their spouses RPT committee? The nepotism policy does not explicitly mention RPT.
- d) Can a person be compelled to serve on an RPT committee without repercussions? People have not been compelled in the past and, in general, it

would not be good to compel them now. However, RPT is a special case where a faculty member could recuse themselves from serving on an RPT committee for one colleague but not another in the same department and same year thus creating bias.

- e) How do we assess teaching effectiveness? Departments determine how to assess this in their area but can we include something in the Handbook such as “teaching effectiveness is multifaceted” and “we should not rely on one source of information to assess teaching effectiveness.” Do we need to explicitly mention peer reviews, self-evaluations, etc.?
- f) NTRT responsibilities are defined in the Handbook but none of that is in the NTRT section. Many NTRT faculty have advising as a primary responsibility, take on heavy service roles, and are active in scholarship – we need a way to reward people for their service and scholarship.
- g) Language – “tenure-track” vs. “non-tenure-track.” This is an inconsiderate way to refer to this class of faculty. PCC could consider different language (e.g. “Renewable Faculty”).
- h) Vaccination policy. NKU doesn’t have one. We could consider creating an incremental policy, e.g. students in residential halls could be required to have a viral meningitis vaccination.
 - i. We need to consider health vs. politics and enrollment issues.
- i) RPT Grievances. The Dept. Chair still isn’t notified if an appeal has been filed.
 - i. PCC could create a subcommittee either of PCC or Senate with people who have been on the Peer Review Committee or Complaints Committee.
- j) FMLA Policy. How to deal with intermittent (less than a semester) FMLA that could affect teaching schedules.
- k) Nepotism Policy. PCC could invite Lori Southwood (Chief Human Resources Officer) to discuss the Nepotism Policy (<https://inside.nku.edu/content/dam/policy/docs/Policies/Nepotism.pdf>). Also invite Grant Garber (Vice President for Legal Affairs/General Counsel). Need to look at representation on peer review advisory and hearing committees to ensure that faculty from Chase and Business are represented.
- l) Issues with the Mandatory Meal Plan charges. We may need to see how wide an issue this is. In effect since fall 2021. Some faculty and part-time students have had these charges.
- m) Issues with RPT submissions:
 - i. How to indicate which RPT guidelines (department/school criteria) are being chosen for candidates who have worked under multiple sets of guidelines. Also, faculty need more lead time before making a selection.
 1. There is supposed to be a spring meeting for RPT candidates. Provost Cecil may have been given the old calendar when he arrived. There needs to be separate meetings for committees and candidates.

ACTION: A. Ndoye will meet with J. Vest to provide clarity on this issue.

- ii. Why is there a 4:30pm deadline? Why Wednesday, not Friday?
 - 1. KF: Jeff Chesnut (CITE) needs to be present to shut down the candidate access in the Canvas shell at the end of a work day.
- n) Wording about student evaluations of instructor and course in university common syllabus. The 4th point: "Evaluations not only provide feedback to your instructor but also provide information to the Department Chair for use in performance evaluation..." How ethical is it to use biased information in performance and RPT decisions?
 - i. It is the faculty who evaluate each other.
 - ii. Research shows student evaluations are biased against certain groups.
 - iii. Some institutions have moved away from student evaluations to measure teaching effectiveness but use them as instruments for feedback, not for RPT.
 - iv. We should be clear about how they are used.
 - v. Paper evaluations had 90% participation. Online has 50-55%. How good is this data to begin with? Generally used by students who love or hate the instructor.
 - vi. Suggestion: provide a stick to increase participation in student evaluations. Recommend grades be withheld 3 weeks if evaluation is not completed and that grades not be placed in Canvas.
 - 1. Would we want to reinstate the policy to block grades for a couple days to encourage evaluations? This was possible with Digital Measures but not College Net. There was a problem – if a student had 5 courses and did 4 evaluations, grades for all 5 courses were blocked. This may not be a helpful policy in relation to student retention.
- o) Come up with a consistent set of measure for peer evaluations across departments.
 - i. PCC can recommend language for the Handbook, Section 3, about the need to holistically assess teaching quality. The specifics can be determined by individual departments.

9. Adjournment (4:38pm)

Submitted,
M. Providenti, Secretary

COLLEGIAL GOVERNANCE AT NKU

The Faculty and Administrators, of Northern Kentucky University, has endorse the "Statement on Government of Colleges and Universities", jointly formulated by the American Association of University Professors, Association of Governing Boards of Universities and Colleges, and the American Council of Education. (As adopted by the AAUP on October 29, 1966 and revised in April 1990) as the most appropriate general statement on University Governance. The remainder of the position paper, specifically addresses the role of faculty and faculty bodies in university governance, consistent with the aforementioned "Statement on Government of Colleges and Universities."

The Faculty and Administrators of Northern Kentucky University believe in a collegial system of university governance, based on a concept of authority and responsibility shared among colleagues, some who have primary duties as faculty and some who have primary duties as administrators. A collegial system has, as its fundamental principle, the concept of good faith, consultation among these colleagues prior to decision-making as stipulated below. Under the collegial system, decision-making authority is delegated or assigned to the collegial group most expert in or responsible for the particular area in which the decision is made. However, the Board of Regents and Council on Post-secondary Education is statutorily responsible for the governance of the University, and this document does not abridge this responsibility or authority. All colleagues in the system, regardless of their respective roles as faculty or administrators, have an obligation to honor and support the decisions reached through the collegial process. If good faith consultation among colleagues exists, if decision-making authority is delegated appropriately, and if all participants are committed to the decisions made through the collegial system, non-productive adversarial relationships among groups are minimized, and university goals and objectives are more easily achieved.

A. CHARACTERISTICS OF A COLLEGIAL SYSTEM OF GOVERNANCE:

1. "Colleague" is defined as a university employee of faculty rank or of professional or administrative classification.
2. Leadership, reason, persuasion, and cooperation are the hallmarks of the collegial system.
3. All colleagues have the opportunity to participate, directly or through elected representatives, in the collegial process.
4. Good faith consultation and mutual respect among colleagues are fundamental principles of the collegial system. All university decisions are preceded by dialogue among relevant constituencies, followed by appropriate rationale.
5. Academic freedom is an essential element of collegial governance.
6. When the person responsible for making the decision reaches a decision, and that person has considered all recommendations made pursuant to this document, then that decision is reached through the collegial process.
7. Colleagues are bound by the decisions relating to or affecting matters, which are reached through collegial processes. Colleagues, therefore, ought to avoid using external political processes (e.g., legislature, CPE, governing board) to frustrate the decisions reached through the collegial process.
8. All colleagues are bound equally by the results of the system and seek to implement those decisions. Of course, a colleague is free to seek to change policy within the collegial system. Leaders of the faculty (e.g., president, provost, senate president, deans, and chairs.) have a particular responsibility to implement the decisions of the system. To facilitate consensus on [the policy] policies and procedures, the procedures outlined in section B1 through B4 below shall be followed.

B. THE ROLE OF FACULTY BODIES IN THE COLLEGIAL SYSTEM:

"Faculty bodies" are defined as the collective members with faculty rank of an academic unit (such as) Department and College faculties, the Senate and its committees, and department and college faculty committees. As participants in the collegial system of university governance, all faculty bodies are obligated to make decisions and/or recommendations for the good of the university. Generally speaking, faculty bodies have primary responsibility for recommendations in matters directly related to academics, including curricula subject matter and methods of instruction, research, faculty status, and those aspects of student life which directly relate to the educational process.

1. Academic matters:

Faculty bodies have primary responsibility for recommendations in the following matters, and their recommendations should be implemented except for compelling reasons. Reasons for non-implementation of faculty recommendations should be clearly stated in writing, except where giving reasons in writing would contradict the faculty handbook, other pertinent university governance documents, or state or federal regulations. In cases where written notification is prohibited, reasons for non-implementation of recommendations should still be communicated in another manner to the appropriate faculty bodies. Implementation or notification should occur in a timely fashion.

Examples:

- Admissions requirements
- Graduation requirements
- Graduation of students
- Program Curricula
- Approval of academic degree programs
- Policies regarding grading and student grievances associated with academic work
- Academic personnel policies
- Academic personnel decisions
- Dismissal of tenured faculty
- Policies (personnel policies) which result in dismissal of tenured faculty
- Faculty and academic grievances
- Approval of agreements with external organizations which directly affect academic matters
- Structure of faculty and collegial academic governance bodies
- Appointment and reappointment of academic officers
- Academic planning
- Issues related to academic freedom
- University policy statements related to the matters listed above

2. Activities fundamentally affecting academic programs:

Good faith consultation with faculty bodies is routine in the following matters. Faculty opinion in these matters should be strongly considered.

Examples:

- Selection of the President and Executive Officers
- Structure and organization of academic units (departments, divisions, colleges, and schools)
- Institutional Budget Priorities
- Building priorities and design of academic facilities
- Policies regarding academic administrators (e.g. job descriptions, performance reviews)
- Selection of academic administrative staff at the Director level and above
- Decisions regarding organization of academic administration

- Goals and objectives of major fund raising efforts as they may affect academic matters
- Foundation money for academic affairs
- General policies regarding intercollegiate athletics, to the extent that they involve academic concerns
- Policies concerning agreements with businesses and other entities which may affect academic matters
- University policy documents related to these matters

3. Activities which may affect academic programs:

Good faith consultation generally occurs in the following matters, which are the primary responsibility of the administration, to the extent that they affect academic matters.

Examples:

- Structure of support services
- Scholarship policies
- Student non-academic discipline (policy and implementation)
- Long range planning not affecting academic matters
- Selection of major non-academic administrators
- Structure and authority of campus security/police services
- Policies concerning disposal of major assets of the university
- Foundation priorities
- Planning for support services related to academic functions
- University support services related to academic functions

4. Activities not normally affecting academic matters:

Consultation does not take place routinely in the following matters. When consultation does occur, the faculty act more as advisors or expert assistants than the colleagues. Decision-making or recommending authority generally is shared substantially with other groups (e.g. students, staff, and the community), and in some cases other (non-faculty) groups may retain primary authority. Faculty bodies may feel free to give advice in these matters regardless of whether formal consultation occurs.

Examples:

- Management and investment of funds of the university and the foundation
- Implementation of budget priorities and policies
- Selection of contractors and vendors
- Routine operation of and planning for auxiliary enterprises
- Non-academic personnel policies (development and implementation)
- Staff personnel policies
- Selection of staff and lower level non-academic administrators
- Development and implementation of staff grievance policies
- Alumni and development structures and plans (not including academic matters)
- Selection of auditors and outside counsel
- Development and implementation of recreational policies
- Routine operation of intercollegiate athletics
- Development of lobbying and legislature efforts

Approved by NKU Faculty Senate February 23, 1998

[Dr. Vijay V. Raghavan,](#)

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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 -
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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.
 - 33) 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 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 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, tenure-track, and full-time, non-tenure track renewable faculty.
- B. 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.

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

ARTICLE IV. ELECTION OF MEMBERS

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

B. 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. (In further descriptions, any reference to *college* 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 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.

2) The number of at-large Senators from each college shall be proportional to the 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 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 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 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 college. The Elections Committee shall tabulate the ballots and submit the results to the Faculty Senate by the December meeting of the Faculty Senate.

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

a) Vacancies 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 in at-large positions shall be filled from the election results of the most recent election in that respective 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 then the position shall remain vacant until the next election.

c) Vacancies of less than one semester shall be filled by the absent Senator appointing an alternate. 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.

ARTICLE V. OFFICERS

A. The Officers of the Faculty Senate shall be 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.

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, B.1.

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 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 not already represented by a senator.
- B. The General Education Committee shall consist of at least one member from each College. Representatives shall be chosen by the Faculty Senate President in consultation with the Senate Executive Committee.
- C. The Executive Committee shall consist of the officers of the Faculty Senate 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:

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.
- 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 general 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.
