

## Professional Concerns Committee

### Minutes for September 7, 2023

#### Hybrid Meeting (SU 414 and Zoom Conferencing Software), 3:15 pm

**Members in Attendance:** S. Alexander, K. Ankem, R. Brice, W. Darnell, K. Fuegen (Chair), R. Gall, P. Hare, K. Katkin, A. Lipping (for J. Elliott), J. Mader-Meersman, A. Miller, M. Nakamura, J. Nolan, T. O'Callaghan, M. Providenti, H. Riffe, B. Russ, J. Sanburg, K. Sander, J. Washburn-Moses, M. Washington, M. Whitson, M. Zacate

**Guests in Attendance:** J. Bloch, V. Cooper, M. Cecil, G. Hiles, S. Kim, S. Sloan, J. Taylor, J. Vest

**Members Not in Attendance:** L. Manchise, I. Saad

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1. Call to Order, Adoption of the Agenda
  - The meeting was called to order at 3:17pm.
  - The agenda was approved as distributed.
2. Introductions
3. Approval of the minutes from the May 4 meeting
  - The minutes from the May 4, 2023 meeting were approved as distributed.
  - Michael Providenti has agreed to continue to record the minutes of our meetings.
4. PCC schedule: <https://inside.nku.edu/facultysenate/committees.html>
5. Purpose of the PCC
  - Faculty Senate constitution: <https://inside.nku.edu/facultysenate/constitution.html>
  - Faculty Handbook: <https://www.nku.edu/academicaffairs/resources/handbook/faculty-handbook.html>
  - Statement on collegial governance
6. Chair's Report and Announcements
  - Final Faculty Senate meeting, May 2023:
    - Last year, this committee approved a statement regarding NKU's agreement with Academic Partnerships. The statement included feedback from faculty who teach courses in AP programs as well as recommendations regarding the agreement with AP. There was one motion to amend the wording in the first recommendation. The Faculty Senate voted to approve the AP statement last May.
    - During the final meeting of the PCC last May, we discussed the Statement on Engagement with the Board of Regents. This committee compared that statement with two alternative statements. One alternative

statement focused solely on the presidential search process. The other statement included particulars about spending decisions, the previous president's record of academic misconduct, the Regents' approval of a research misconduct policy, the previous president's performance, and the presidential search process. After multiple rounds of voting, the Statement on Engagement with the Board of Regents emerged as the most preferred statement. We voted in favor of amendments that altered the recommendations that appear at the end of the statement. These amendments are detailed on page 5 of the minutes from that meeting. The Faculty Senate ultimately voted to approve the Statement on Engagement with the Board.

- First Faculty Senate meeting (August 2023):
  - President Brown thanked us for our efforts. She reminded us that students appreciate us. She is concerned about the large incoming classes at UC, UL, and UK. What is the solution for NKU? Recruit more transfer students? Recruit students with some coursework with no degree? She is advocating for more performance-based funding because our retention and graduation rates are good.
  - Provost Cecil noted that fall to fall retention is expected to be 79% this fall, an increase from previous falls. He addressed concerns about students being dropped for tuition non-payment. Last fall, 91% of students dropped for non-payment were reinstated. A similar percentage is expected this semester. He emphasized that students need to adhere to deadlines and not postpone payment until the last minute. Some faculty questioned whether it was the students' fault that they were being dropped, e.g., perhaps their financial aid has not come through. The faculty also questioned whether students dropped for non-payment can retain access to Canvas. The faculty must bring students who are later reinstated up to speed with their courses. This is extra work. The Provost will explore whether students can retain access to Canvas, even if they are dropped for non-payment. There were also questions regarding how the message of being dropped for non-payment was communicated. It was clarified that faculty do not drop students for nonpayment. It was agreed that the subject line in the email will be changed to avoid misunderstanding.
  - The IT Help Desk is now closed on Saturday and Sunday. However, people can call over the weekend and leave a message. An on-call technician will call back. Last year, there were four calls per weekend, on average.
  - NKU has begun renegotiating its contract with Academic Partnerships. There is a list of possible new programs. Program directors have met with the President, Provost, and CFO to discuss whether it is advisable to add an AP degree program. The Provost stressed that he does not dictate what will be done, though he would like to move some programs forward. A concern was raised that some faculty, particularly part-time

faculty, feel pressured by AP instructional designers to change the content of their courses.

- Have people in your programs felt this pressure?
- Faculty Senate President Farrar provided an update on the search for the next university president. The search Advisory Board was slated to meet two candidates last week. Approximately 100 people had applied for the position. This pool was quickly narrowed to 10 candidates and then to two finalists. There have been no updates posted on the university website since March 2023.
- Lastly, the Kentucky CPE is looking to expand the Kentucky Faculty Advisory Network. The group provides a faculty perspective at the state level. Contact John Farrar if you are interested. The application is due September 8. The group meets one Friday each month at 10:00am.
- Since the August Senate meeting, faculty have reached out to me to express their concern about the tone of the meeting. Our Values and Ethical Responsibilities policy states, “NKU is committed to tolerance, inclusion, and respect for others, regardless of differences.” We have differences of opinion. We should not shy away from disagreements. Disagreement and civil debate are critical components of a thriving university culture. Dissent, though it makes us uncomfortable, should be accepted as a necessary part of lively discourse. When dissenters feel threatened, an already dangerously fragile campus environment is weakened.
- Future Business: Issues for the upcoming year
  - Representation of schools on Senate and subcommittees. Last spring, faculty in the School of the Arts (SOTA) raised concern upon learning that they may elect one senator, rather than three. Other schools face the same issue regarding changes in representation (e.g., School of Computing and Analytics). During the spring Senate meeting, a motion was passed to form a subcommittee to study and make recommendations for school representation. That subcommittee needs faculty from schools. Contact Chris Curran or Jackie Emerine if you are interested in serving.
  - The transition from departments to schools also affects the RPT process. We need to discuss the composition of RPT committees for candidates who are in schools.
  - There may be additional restructuring in the next few years, e.g., CAS.
  - The contract with AP is being renegotiated. We are in the sixth year of an eight-year contract with AP. The contract will automatically renew unless either Party gives written notice of its desire to terminate the agreement at least 270 days before the expiration of the contract. Thus, the reason discussions have already begun. We have made recommendations regarding the agreement with AP. We need to know how many students must be enrolled for the University to generate revenue. The faculty

should not be pressured to weaken admissions standards or curriculum. AP must be held accountable for marketing all programs. We also recommended the creation of working groups within departments whose purpose is to solicit feedback from instructors of AP courses and to liaison with the university curriculum committee (UCC). We may wish to discuss the formation of such groups.

- Definition of Faculty Status (Handbook): "Non-Tenure Track": We are defining people based on what they are not. Should we consider adopting a different designation for NTTR faculty?
- Change to policy Responsible Conduct Research Training – contact the Provost's office to get email updates on policies under review or go to the policy website.

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

- PROVOST: There is no interest in a reorganization unless it is organic and coming from the faculty.
  - Faculty are thinking and talking about it, the movement from departments to schools that has happened in the past. The faculty perception is that that was forced on them.
  - PROVOST: when we hire a new president, everything could be different.
- Issues with AP payment plan. Traditional students can make payments on classes they are already enrolled in. AP students do not have access to a payment plan. The students get dropped and have to re-enroll. This is a problem.
- Grievances and appeal process and FMLA to be used in emergencies. Revise FMLA to allow for things like getting chemo, things that might require half a semester.
- Term limits/reappointment for Associate Deans. Unlimited terms reduce the opportunities others could participate in. People in those AD positions will have conflict with faculty. Unlimited terms reduce opportunities for women and BIPOC faculty.
  - Chairs/directors have 4 year terms.
- Boilerplate language in job ads required by HR, not university legal – should it be removed? E.g, "...fastest growing university in KY," it's a wonderful region, etc.
- Representation of Schools on Senate.
  - When SOTA was formed, 3 departments became programs. There was no discussion of loss of representation. Each school has one senator. However, SOTA's programs are very large, one rep is inadequate. There are programs that administer programs – difficult to understand the processes and hierarchies.
  - SOTA is like a college in a college. Is a director a "super chair" or "mini dean"?
  - This issue will probably affect other areas – i.e. COI. and "clusters" vs programs.

- This problem is the result of top-down decisions that violate the Handbook. How do we enforce the rules?
- The purpose of the university is to educate students, academics should be the most important thing. Faculty should determine what is taught, the administration should secure funding and students. Concern that the administration is on the verge of telling the faculty what we should teach. Non academic things should be cut. Make a big picture statement about this.
- Academics need to be preserved. Vote no confidence in BoR? The idea of no confidence got under the skin of at least one regent – it mattered. We should consider this depending on how the presidential search turns out.
  - Senate’s statement to the board last year did mention academic vs non-academic issues: i.e “the board offered raises to coaches just a week after 23 tenure-line faculty members were paid to resign...”
  - We could craft an additional statement that more forcefully conveys this sentiment.
  - What does it matter? What will move us forward? The faculty are saying “you aren’t letting us do our job.” We have no voice, no control.
  - Faculty feel they are being forced to change their curriculum.
  - Mid 10-year SACS review. SACS documentation 6.2.b ([https://sacscoc.org/app/uploads/2019/08/Full-time-Faculty\\_Guideline.pdf](https://sacscoc.org/app/uploads/2019/08/Full-time-Faculty_Guideline.pdf)) – there is an expectation that there will be sufficient faculty resources to maintain quality and integrity of programs. SACS section 4 of The Principles of Accreditation (<https://sacscoc.org/app/uploads/2019/08/2018-POA-Resource-Manual.pdf>) indicates that the governing board must have at least 5 members and exercises fiduciary oversight of the institution. There is faculty involvement in drafting the SACS report. KRS 164.350 (<https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=45575>) also indicates issues with the BoR which met without the president who represents the faculty and staff. These problems should be articulated. Senate could draft a statement and deliver it to SACS.
    - Senate could draft the statement – it doesn’t necessarily have to be sent.
    - Could admins say we are jeopardizing our accreditation?
      - No. SACS makes these standards clear.
    - In 2010 there was an issue in Gen Ed in which faculty wrote to SACS, got a response, and then wrote to US DOE. Then it hit the Chronicle of Higher Education (<https://www.chronicle.com/article/education-dept-cites-accreditor-for-violating-policies-in-review-of-northern-kentucky-u/>).
    - J. VEST: Section 4 and the KRS define the board’s role as fiduciary, not academic. SACS standard 6, in the last report, NKU was on par with our peers. The new report has not been written yet. The face

of the faculty is dramatically different now based on what the board demanded fiscally from academic affairs. The draft can be shared when it is prepared.

- IRB policy. Lack of support from RGC. Faculty say they are not applying for grants, avoiding grants with indirect costs. People in humanities need help with the budget.
  - Problems with permissions in SAP. Why are we not onboarded?
  - NKU takes a 40% cut. Other institutions take 68%
  - PROVOST: The 40% cut is returned to departments. RGC could keep the 40% to provide support. There were a record number of grant submissions this year.
- What are the rules for spending Foundation funds?
  - PROVOST: There are no restrictions, it's up to deans and chairs. There are suggestions, for example, to support tenure track faculty.

8. Adjournment (4:39pm)

Submitted,  
M. Providenti, Secretary

## COLLEGIAL GOVERNANCE AT NKU

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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**

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[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.
  - 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 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 30<sup>th</sup> 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.

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