

Professional Concerns Committee

Minutes for April 2, 2026

Hybrid Meeting (SU 109 and Zoom Conferencing Software), 3:15 pm

Members in Attendance: Deborah Amend, Ada Cenkci, Whitney Darnell, Gina Fieler, Jaesook Gilbert, Allyson Graf, Patrick Hare, Erin Kelley, Rachelle Janning, Jang-Chul Kim, Julie Mader-Meersman, Makoto Nakamura, Joe Nolan, Michael Providenti, Tamara O’Callaghan, Kathleen Quinn, Holly Riffe (Chair), Ihab Saad, Kurt Sander, Jessica Taylor, Monica Wakefield, Maggie Whitson, Matt Zacate

Guests in Attendance: Provost Diana McGill, Janel Bloch, Faculty Senate President Jacqueline Emerine, Grace Hiles, Suk-hee Kim, Chris Lawrence, Alar Lipping, Danielle McDonald, Steve Slone

Members Not in Attendance: Ali Balapour, Eric Barker, Dee Mornah, Jered Moses, David Tataw

1. Call to Order, Adoption of the Agenda
 - The meeting was called to order at 3:15pm.
 - The agenda was adopted as distributed.
2. Adoption of the minutes from the February 5 meeting.
 - The minutes for 3/19/26 were adopted as distributed.
3. Chair’s Report and Announcements
 - The change to emeritus designations passed in Faculty Senate.
4. New Business
 - TEEC update to Handbook 1.1 (Christopher Lawrence)
 - This addition is to make it clear that the University may not name AI as a professor of record.
 - The only difference between option 1 and 2 is the phrase “Given said parameters.” Option 2 does not have that phrase.
 - VOTE: the motion to approve Option 2 carried. This will move on to Senate.
5. Old Business
 - Date change for CTP faculty
 - The proposal is for two different notification dates based on the rank of the faculty: by May 1 for assistant CTP faculty and December 15 for associate and full CTP faculty.
 - Additional discussion on this Handbook section included:
 - CTP faculty being appointed for up to 3 years.

- The notification date was only in the section for teaching faculty but not clinical faculty or professors of practice. It can be added to those categories also.
 - Promotion guidelines for clinical faculty and professors of practice.
 - Clinical faculty could be professors of practice and then the clinical designation can be removed.
 - In Faculty Senate on 3/30/26, Senate asked that the revision be to Handbook section 1.3 for teaching faculty, adding the non-renewal notification dates by rank and the possibility of up to 3-year appointments for associate and full teaching professors.
 - Discussion:
 - Feedback from departments was mixed and most felt this was a good compromise. CTP faculty would like the earliest possible notification date. Some CTP faculty support one consistent, earlier date across all ranks as a simpler option. One department reported that differentiation by rank could create factions and potential demoralization.
 - The faculty are not required to approve this, but, if the faculty do not approve this compromise, the Board will do something else with the Handbook.
 - For CTP faculty with 2- or 3-year appointments, those faculty could be removed mid-appointment for performance reasons, but not for budgetary reasons.
 - In light of HB 490 passing: the Handbook is still important because it defines day-to-day operations whereas what is defined in HB 490 is not the norm. HB 490 is about “financial exigency,” “low enrolled programs,” “misalignment of cost and revenue of a program.” Summarized as, because of HB 490, if your program is dying, tenured faculty in those programs are also at risk.
 - Question about “contracts.” A: There are no contracts; there are appointment forms.
 - Vote: motion to approve draft #3 of 1.3 carried. This will now move on to Senate.
 - Free expression policy
 - Discussion postponed
6. Newer Business for Next Time
- Proposal for language for Faculty Benefits Committee regarding AI use will be coming soon. Things that will potentially be addressed:
 - generative AI will not be used to evaluate application submissions or to compile the evaluations. This is intellectual property that should not go into an AI’s digital archive. There needs to be a faculty code of conduct for AI use. This is coming to PCC, not Benefits, because of a faculty concern that AI had been used for feedback from the Budget Committee.

- Also, there is an April 30 date in the Handbook for all faculty to be informed if any changes are made to how one applies for a Faculty Benefit award. For the last two years, that announcement has been made two weeks before submissions are due.
 - The Handbook says money will be made available May 1. Suggestion for that be changed to “on or before May 1.” It is difficult to use funding for summer research due to the change in fiscal year mid-summer. While the money can be spent between May and June 30 of the next summer, there may be a problem with the budgeting or procurement office and a spending moratorium. (This issue may be solved by functionality in Workday).
 - Other concerns about AI: Claude and ChatGPT are now restricting usage; faculty should not be evaluated using AI; when AI is used, it needs to be cited.
 - Faculty Handbook Committee: A revised Table of Contents coming soon. The changes that are being made are about the organization, not the content. Faculty use the Handbook when something is wrong and it needs to be more user friendly. The committee is looking at specific sections, like Grievances. Any changes will come to PCC. Looking to align policies (e.g., sexual harassment is a University policy that is applicable to more just than faculty), find outdated information, and update current practices.
 - Concerns about PCARDS: there is one for purchases, one for travel. The university is pushing for fewer PCARDS but many faculty travel. Response: every department is different, travel and purchases need to be on different PCARDS because of Workday, not sure about changes regarding there being fewer PCARDS. Question: can people use their own card and get reimbursed? A: unknown at this time. Personal credit cards will need to be used for travel during the upcoming transition blackout period.
 - Concerns about new software and programs requiring training. Faculty on 9-month contracts are not necessarily in the loop, or getting paid to work, over the summer.
7. Announcements
- What is on the Senate agenda: Amy Gellen will talk about TIAA-CREF issues; the TEEC revision (which just passed PCC); dates and ranks in Handbook 1.3 (which just passed PCC); and the summer compensation policy.
8. Adjournment (4:22pm)

Submitted,
M. Providenti, Secretary

1.3. Full-Time Teaching Faculty

Revised: *Fac. Senate, 5.3.2024/BoR, 6.12.2024, Pres. Rec. C-11, p. 138-141: Updated position titles and renewal timeframes; the previous heading of this section was "Full-Time, Non-Tenure-Track, Renewable (NTTR) Faculty" and the position titles were formerly Lecturer, Lecturer II, and Senior Lecturer.*

Full-time teaching faculty hold the rank of Assistant Teaching Professor, Associate Teaching Professor, or Teaching Professor. Teaching faculty perform full-time teaching and service duties as stipulated by the University and their appointment form. Teaching faculty are not appointed to a probationary or tenured position, and at no point will accrue time toward tenure.

Faculty holding teaching appointments are employed as the result of an internal or external search process.

Faculty holding a teaching appointment are generally hired as an Assistant Teaching Professor. A full-time Assistant Teaching Professor who has completed five years in the position is eligible for promotion to Associate Teaching Professor. A full-time Associate Teaching Professor who has completed five years in the position is eligible for promotion to Teaching Professor. Criteria for promotion to Associate Teaching Professor and Teaching Professor will be established in writing by each academic unit, subject to the approval of the appropriate dean or vice provost and provost.

An appointment to the rank of Assistant Teaching Professor is for a one-year period, which is automatically renewed for successive one-year periods unless notified of non-renewal for the subsequent academic year by May 1.

An appointment to the rank of Associate Teaching Professor or Teaching Professor is typically for a one-year period, which is automatically renewed for successive one-year periods unless notified of non-renewal for the subsequent academic year by December 15. However, appointments for Associate Teaching Professors and Teaching Professors may be made for two or three years following recommendation of the department chair/school director and approval of the dean/vice provost and provost. Appointments of two and three years are subject to nonrenewal each year on the basis of performance upon notice by December 15. The performance review process is on the normal schedule, based upon duties as stipulated in the appointment form.

A recommendation for promotion will be made by the head of the academic unit, with input from the faculty, during the normal performance review in the fifth year (Associate Teaching Professor) or tenth year (Teaching Professor) of the faculty member's appointment, or in subsequent years in case of a negative recommendation. The recommendation (positive or negative) will be forwarded to the appropriate dean or vice provost, who will make the final decision.

Compare Results

Old File:

Section 1.3 Faculty Handbook.pdf

1 page (55 KB)

3/30/2026 8:10:26 PM

versus

New File:

**Draft#3 faculty handbook change notification
dates 03-30-26 CLEAN.pdf**

1 page (274 KB)

3/30/2026 8:10:09 PM

Total Changes

11

Text only comparison

Content

- 5** Replacements
- 3** Insertions
- 3** Deletions

Styling and Annotations

- 0** Styling
- 0** Annotations

[Go to First Change \(page 1\)](#)

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Faculty holding a teaching appointment are generally hired as an Assistant Teaching Professor with a minimum one-year appointment. Subsequent teaching faculty contracts are renewed for an additional two-year (Assistant Teaching Professor) or three-year (Associate Teaching Professor and Teaching Professor) appointment, contingent on positive annual performance reviews as well as support from the department/program chair and dean/director/vice provost. The performance review process is on the normal schedule, based upon duties as stipulated in the appointment form. Notification of nonrenewal of appointment must be made to the faculty member by March 31.

Faculty holding teaching appointments are employed as the result of an internal or external search process. At the end of five years in the position, a full-time Assistant Teaching Professor is eligible for promotion to Associate Teaching Professor. After five years in the position, an Associate Teaching Professor is eligible for promotion to Teaching Professor. Criteria for promotion to Associate Teaching Professor and Teaching Professor will be established in writing by each academic unit, subject to the approval of the appropriate dean, director, or vice provost.

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TEEC's recommended revision would [be to 1.1. in the handbook](#):

1.1. Introduction

Related NKU policy: [Employment Category Definitions](#)

Faculty are professionals employed by Northern Kentucky University (NKU, “the University”) to perform teaching and other academic responsibilities commensurate with the missions and goals of the University. “Professional” is construed to mean a person who, because of competence in a discipline, has the ability and responsibility to impart knowledge through effective teaching, other assigned activities, or both, and to engage in research and creative endeavors in an impartial and judicious manner.

The definitions set forth here apply to all provisions of this Handbook.

Option 1

Faculty are professionals employed by Northern Kentucky University (NKU, “the University”) to perform teaching and other academic responsibilities commensurate with the missions and goals of the University. “Professional” is construed to mean a person who, because of competence in a discipline, has the ability and responsibility to impart knowledge through effective teaching, other assigned activities, or both, and to engage in research and creative endeavors in an impartial and judicious manner. **Given said parameters, the University may not designate, assign, or recognize generative artificial intelligence (GenAI), machine learning systems, automated agents, or similar technologies as faculty, instructors of record, or providers of instruction for any credit-bearing or non-credit program.**

Option 2

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