

M E M O

TO: Faculty Assembly

FROM: Linda Dolive, Chairperson

DATE: October 23, 1973

Faculty Assembly will hold its regular monthly meeting on Thursday, October 25, 1973 at 12:10 p.m. in Nunn Auditorium. There will be a campus phone hook-up with Covington.

- Agenda:
- 1) Curriculum Committee report on proposal for establishing a geology major.
  - 2) Faculty Affairs Committee report on guidelines for tenure and promotion.
  - 3) Committee W's report on proposals for granting of faculty leaves. (These reports have already been placed or will be placed in your mailboxes before Thursday's meeting).
  - 4) Further discussion of and vote on submitted amendments to draft Constitution for a Faculty Senate.

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Tierney proposed amendment for Faculty Senate Constitution, Article VII, Section F, to read:

All meetings of the Faculty Senate shall be open to the College Community. All faculty members shall have the same floor privileges granted to members of the Faculty Senate. Others may be granted floor privileges by vote of the Faculty Senate.

The regular meeting of the Faculty Assembly was called to order by Chairperson Dolive at 12:14 p.m. The minutes of the two previous meetings were approved as distributed. Chairperson Dolive then announced the Foreign Student Launching, 10-30-73, at 12:00 noon and urged attendance.

#### Committee Reports

1. Academic Affairs--Tierney
  - a. Research Grants have been made to 15 faculty members. Watch The Northerner for announcement. Special thanks to Tatalias and Zaniello who headed this project.
  - b. Geology Proposal--the proposal, as previously distributed was presented for Faculty Assembly approval. Tierney moved, Tatalias seconded its approval. Passed without dissent.
  - c. Tierney moved and Broadhurst seconded that the Associate Degree Program have voting representation on the Curriculum Committee. Tabled for action at the next regular meeting of Faculty Assembly.
2. Student Affairs Committee--McKenney
  - a. Indicated this committee involved in the library noise problem. Received suggestions that indicate Faculty Assembly opposition to severe or legalistic punishments to students over this issue.
3. Faculty Affairs--Thad Lindsey
  - a. Credit Union--discussion centered on whether to form our own or join KEA Credit Union. KEA discount cards will be distributed to faculty this week.
  - b. Faculty evaluation of administrators form will come to the Faculty Assembly for approval as soon as consultations on it with the administration are complete.
  - c. Rank and Promotion; Tenure--Both proposals were distributed for discussion. Discussion was limited to 15 minutes.
    1. Rank and Promotion--considerable discussion of the order of importance of items under #2 (to Associate Professor). Discussion of whether NKSC is a "publish or perish" institution. Discussion of and call for definition of "college and community service." Discussion of process of nomination to new rank--clarified (either instituted by Chairperson of one's department or by the faculty member himself).
    2. Both proposals generated discussion about where recommendations go. Clarification indicated they originate in the department, move to the office of Associate Dean, then to the office of Academic Vice-president, then to the office of the President and ultimately to the Board of Regents.
    3. Both proposals generated request for informing a faculty member of where a particular recommendation gets rejected.

New Business

1. Committee W--Malloy

Malloy moved and Broadhurst seconded approval of the previously distributed proposal entitled, "Leaves of Absence for Child-Bearing, Child-Rearing and Family Emergencies."

- a. generated discussion and clarification that this policy is for all members of the academic community; that matters of compensation, reduced loads etc., still must be negotiated but such items would now be established in principle and must be dealt with by the department(s) involved.

The proposal was passed as distributed without dissent.

The meeting was adjourned at 12:55.

Respectfully submitted,

*Lyle Gray (dlv)*

Lyle Gray, secretary



## PROPOSED GUIDELINES FOR RANK AND PROMOTION

(Revised)

General: While the College adheres to the principle that what a faculty member accomplishes during a given period is far more important than the length of the period itself, nevertheless under the usual circumstances certain minimum periods and certain minimum requirements in rank are expected. This guideline is not to be construed as prohibiting a candidate of unusual merit from earlier promotion; it simply describes what will obtain in the usual situation. Recommendations for promotions of candidates in less than these periods must be for especially meritorious service. It should be noted that mere longevity in rank is not to be construed as constituting in and of itself justification for promotion.

The College bases the criteria for promotion upon the academic credentials of the faculty member and upon his academic performance, with consideration and recognition given for extra-curricular activities. While the chairman of the Faculty member's department shall usually nominate the faculty member to the Vice President of Academic Affairs for promotion, the individual faculty member may also initiate his own nomination.

Promotion to the rank of Assistant Professor, Associate Professor, or Professor will be recommended for candidates meeting the prerequisites of satisfactory teaching performance and years in rank as follows:

1. To the rank of Assistant Professor, under usual circumstances and after a period of four years, when the faculty member has:
  - a) made substantial progress toward the doctorate; or, in certain fields, non-teaching experience is closely related to the teaching area as to be judged equivalent to this standard.
  - b) attained the doctorate, or in certain fields, attained the highest academic degree commonly held by persons in the particular teaching area.
  - c) rendered outstanding service to the College through activities in some

exceptional manner, such as outstanding teaching, counseling, or serving the community.

2. To the rank of Associate Professor when, under the usual circumstances and after a period of four years, the faculty member is judged to have reached a distinguished level of attainment in one or more of the following areas:

a) Outstanding Teaching: Evaluation of teaching performance will come from recommendations from deans, department chairmen, college colleagues, and to a certain extent, the formal evaluation by students. An instructor may invite to his class as observers of his teaching the Associate Dean, his chairman, college colleagues, and/or representatives from professional organizations in his discipline.

b) Scholarly Activities: The following evidences of scholarly activity occurring in the four calendar years prior to the date of decision are variously weighted:

- i. Publication of a book
- ii. Publication of articles in scholarly or professional journals, participation in exhibitions, concerts, production of dramas, or comparable activities.
- iii. Distinguished membership in scholarly organizations by appearance on the program or by selection as an officer.
- iv. Recognized post-doctoral study or training

c) Service to the College:

- i. Active leadership and contributions within college committees and student organizations.
- ii. Distinguished participation in community activities, civic committees or councils, civic or church projects, or government activities in which leadership and support of college faculty members are appropriate,

- iii. Lectures, addresses, appearances on broadcast media, and other formal public appearances.

3. To the rank of Professor: When the faculty member has clearly distinguished himself beyond the standards set for promotion to Associate Professor. The College reserves this rank for those faculty members who have demonstrated exceptional skill in effective teaching, creative work, and/or special service to the College.

If a faculty member disagrees with the decision of his chairman and the Vice President for Academic Affairs concerning his promotion, he may appeal the decision to the Faculty Affairs Committee of the Faculty Assembly. After investigation, the Committee shall make a recommendation to the Vice President for Academic Affairs. (For appropriate procedures, please see the by-laws of the Faculty Affairs Committee of the Faculty Assembly.

Administrators having faculty status shall deal directly with the Vice President for Academic Affairs who will make recommendations for promotion and tenure to the President of the College.



PROPOSED GUIDELINES FOR GRANTING OF TENURE  
(Revision II)

Consideration of the granting of tenure to a faculty member occurs when that individual has demonstrated continued growth and has reached a distinguished level of attainment in teaching. (For a non-teaching faculty member, competence will be judged by his administrative superior on the individual's ability to meet the professional requirements and responsibilities of his position.) The usual minimum amount of time for the probationary period is three years. It is recognized that there may be exceptions to this, based on a distinguished record of service to another institution.

The chairman and the tenured members of the candidate's department shall evaluate the faculty member. The department chairman usually shall initiate tenure recommendations. However, an individual faculty member may initiate his own nomination. (If an individual is a member of two departments or has both teaching and non-teaching duties, judgments of both department chairmen or both his supervisor and the chairman shall be used in reaching a tenure decision.) The recommendations proceed to the Associate Dean, then to the Vice-President for Academic Affairs, to the President, and then to the Board of Regents. Official notification of the granting of tenure comes from the President's Office to the faculty member, his department chairman, the Associate Dean, and the Vice-President for Academic Affairs. Should a faculty member not receive tenure at the time when he believes he should, he may require from his chairman or superior a written statement citing the reasons he was not recommended. If still unsatisfied, he may present his case before the Faculty Affairs Committee of the Faculty Assembly. This body, after an investigation, including the presentation

of the views of the chairman and of other department members who may wish to speak, shall make a recommendation to the Vice President for Academic Affairs.

Once tenure is granted, service of the faculty member shall be terminated only for extreme cause, except in the case of retirement because of age or under extraordinary circumstances because of the College's demonstrable financial exigencies.

Finally, it is noted that the probationary period may be longer than 3 years, if the faculty member has not yet met, to the satisfaction of the College, the criteria for the granting of tenure. However, the non-tenured status of a faculty member will at no time, in itself, be grounds for non-reappointment *of* the faculty member.



To: Members of the Faculty Assembly  
From: Committee W

These leave policies, proposed for inclusion in the NKSC Faculty Handbook, are intended to clarify the existing situation concerning leaves. In practice, several of these leaves presently exist; however, they are not set forth in a standard form.

The proposals will be discussed at the next meeting of the Faculty Assembly - Thursday, October 25.

## PROPOSED COMMITTEE W STATEMENT ON LEAVES

Sick Leave: It is recognized that a staff member may become ill or injured through no negligence of his own, and therefore, unable to perform his assigned duties. In the case of an unforeseen extended illness, a leave of absence with pay will be granted to full-time faculty members as a means of protecting the re-employment rights of the faculty member during the absence from his position. The sick leave may extend until the time that disability coverage begins.

Civil Leave: The college encourages its faculty as citizens to perform jury duty when called. The faculty member when serving as juror will receive his full college salary.

Military Leave: A leave of absence for extended active military service is granted to eligible faculty members as a means of protecting the re-employment rights of a regular full-time faculty member during absence from his position. Military leave of absence in service of the Armed Forces of the United States shall be granted when a faculty member is required to perform such service.

Leaves of Absence for Child-bearing, Child-rearing and Family Emergencies: Such leaves will be granted to assist faculty members with parental responsibilities in meeting their obligations both to their professional careers and to their families, and to prevent the loss to the institution and to the academic community of substantial professional skills.

The conditions and duration of compensation for short-term leaves for pregnancy, child-birth, or family emergencies involving spouse, parents, or children, should be analogous to those for leaves granted for sickness. .

Faculty members on long-term leaves (one academic semester) should receive the same considerations with respect to salary increments, insurance coverage, retirement annuities, and the like, as are received by faculty members on leave for public or private service outside the institution. The alternative of a temporarily reduced workload should be available to faculty members with child-rearing responsibilities.

Procedure for Obtaining Leaves: The procedure for obtaining short-term or long-term leaves shall be initiated at the departmental level. The faculty member, or his designated representative, shall contact his department chairman as soon as possible, in order to plan adequately for that member's absence from the department. The department chairman, in consultation with the department, shall then recommend such leaves to the Vice-President for Academic Affairs.

For faculty members not on tenure, a period of leave should normally count as a part of the probationary period. However, when the leave is of such a nature that the individual's development as a faculty member while on leave cannot be judged, or when the leave is for purposes other than scholarly, the individual should be allowed, on his request, to have the tenure decision postponed for a period equal to the length of the leave. This should be done by an agreement, preferably in writing, made prior to the leave and clearly understood by the individual, by his department, and by the administration of the College.

LEAVES OF ABSENCE FOR  
CHILD-BEARING, CHILD-REARING,  
AND FAMILY EMERGENCIES

PURPOSE OF THE LEAVES

Committee W recommends that colleges and universities provide leaves of absence to faculty members for child-bearing, child-rearing, and family emergencies. Such leaves are to assist faculty members with parental responsibilities in meeting their obligations both to their professional careers and to their families, and to prevent the loss to the institution and to the academic community of substantial professional skills.

Career patterns of academic men and women vary. Academic women differ in their desire to continue or to interrupt their professional careers during the child-bearing and child-rearing years. Couples differ in the extent to which they wish to share family responsibilities. Some faculty members may wish to take a leave of absence from their professional positions to care for their children, others wish to combine parental and professional responsibilities, while still others prefer to retain their professional affiliation on a full-time basis throughout their child-bearing and child-rearing years.

An institution's policies on faculty appointments should be sufficiently flexible to permit faculty members to combine family and career responsibilities in the manner best suited to them as professionals and parents. This flexibility requires the availability of such alternatives as longer-term leaves of absence, temporary reductions in workload with no loss of professional status, and retention of full-time affiliation throughout the child-bearing and child-rearing years.

Institutional policies which require the termination of the appointment of a woman faculty member because she becomes pregnant penalize the individual unfairly. Moreover, policies which mandate the timing and duration of a leave of absence for pregnancy and childbirth do not take cognizance of particular medical needs or individual circumstances. Institutions which customarily or by policy allow paid absences for illness or temporary disability, but which deny equivalent absences for disabilities resulting from pregnancy or childbirth, discriminate against women.<sup>1</sup> Allowing leaves of absence for illness or temporary disability only in cases where faculty members are themselves ill or temporarily disabled disregards the need to provide short-term care for family members in serious emergencies. In addition, it may prevent fathers from assuming responsibilities in connection with the birth of children.



## SHORT-TERM LEAVES OF ABSENCES FOR CHILD-BEARING AND FAMILY EMERGENCIES

Most colleges and universities provide for paid short-term leaves of absence, through formal or informal arrangements, for faculty members who are ill or temporarily disabled. The conditions and duration of compensation for short-term leaves for pregnancy, childbirth, or family emergencies involving spouse, parents, or children, should be analogous to those for leaves granted for temporary disability or personal emergencies. The timing and duration of absence in such cases should be determined by mutual agreement between the faculty member and the institution, and should be based on medical need, the requirements of the educational program, and individual circumstances. Compensation during short-term leaves of absence for child-bearing or the serious illness of a family member should be consistent with customary institutional practices in cases of illness or temporary disability.

## LONGER-TERM LEAVES OF ABSENCE FOR CHILD-REARING

The rearing of children should be considered appropriate grounds for a leave of absence of a semester or more, and such leaves should be available to both men and women faculty members. The timing and duration of such leaves should be determined by mutual agreement between the faculty member and the institution. Faculty members on child-rearing leaves should receive the same considerations with respect to salary increment, insurance coverage, retirement annuities, and the like, as are received by faculty members on leave for public or private service outside the institution.

The alternative of a temporarily reduced workload should be available to faculty members with child-rearing responsibilities, (see Committee W's Statement on Senior Appointments with Reduced Loads).

Individual and institutional obligations in connection with such leaves, including the timing of a tenure decision, should be those set forth in the applicable provisions of the Statement of Principles on Leaves of Absence.

See the 1972 Sex Discrimination Guidelines of the Equal Employment Opportunity Commission.

M E M O

TO: *Members of Faculty Assembly*

FROM: *Ad Hoc Committee for Faculty Senate Constitution*

SUBJECT: *Subetitute Amendment*

DATE: *October 24, 1973*

*Article XI shall read as follows:*

*This constitution shall take effect as of March 1, 1974.  
The first election shall be presided over by an Ad Hoc Committee  
with the election of five committee members in the first two  
weeks of February, 1974.*