

MEMORANDUM

To: All Faculty

From: Gary Johnston, Secretary to the Faculty Senate

Date: October 10, 1980

Re: Meeting of October 20 , 1980  
University Ballroom 3:00pm

- I. Additions/Deletions
- II. Minutes
- III. President's Report
  - A. Survey of Departments
  - B. Capital Fund Drive
  - C. Committee Appointments
  - D. Review of Constitution  
(Senate Membership)
  - E. Senate Communication
  - F. University Governance
  - G. Other
- IV. Old Business
- V. Committee Reports
- VI. New Business
- VII. Adjournment

## MINUTES OF THE FACULTY SENATE

October 20, 1980

Senators Present:

M. Clark	D. Brett
J. Ohren	J. Bushee
M. Gray	L. Giesmann
G. Johnston	A. Miller
J. Kinne	D. Pearce
R. Peterson	R. Vitz
M. Osborne	E. Weiss
R. Mauldin	R. Bruno
G. Goedel	T. Cate
P. Moore	J. Fouché
L. Schultz	J. Miller
L. Noyd	R. Snyder
B. Renz	C. Widmer
V. Hicks	D. Bennett
J. Wainscott	

### Senators Absent without Alternates:

R. Ward	D. Kelm
P. Joseph	F. Stallings
F. Steely	D. Elder

Guests Present:

Lyle Gray	Robert Miller
Kevin Start	Leah Drummond
Jeffrey Williams	

### I. Additions & Deletions to the Agenda

There were no additions to or deletions from the agenda.

### II. Minutes

Two corrections to the September 22, 1980 minutes of the Faculty Senate were made. Connie Widmer requested the statement on page 3 be changed to read, "The Senate will be responsible for suggesting means for recruiting and recognition of ablest students," rather than the Senate will be responsible for recruiting and recognition. Gary Johnston noted the statement on page 2 "The resolution expressed resentment a tax ..." should read, "The resolution expressed resentment of attacks ..." Robert Vitz made a motion to accept the minutes as amended. Jim Kinne seconded the motion. The motion passed.

### III. Presidents Report

#### A. Survey of Departments

The deadline has been extended to November 7, 1980 for Chairpersons to submit their report. It has been suggested the two academic Deans and Provost be consulted regarding their opinion of how the document should be implemented. The Executive Committee will take this request under advisement at its next meeting and present a recommendation to the Senate body.

#### B. Capital Fund Drive

Dr. Tesseneer met with the Executive Committee concerning a capital fund drive the University is considering. A consultant will meet here with selected officials from the University in November to discuss the fund drive. The faculty will be included in this meeting in addition to forthcoming deliberations. Dr. Compton Allyn has been appointed to represent the faculty in this area.

#### C. Committee Appointments

Mike Ryan and David Bishop have been appointed to represent the faculty on the Public Safety Advisory Committee.

#### D. Review of Constitution (Senate and Committee Representation)

Jonathan Bushee will undertake a study of the Constitution and recommend any changes sometime in January. Senators are encouraged to recommend any changes they feel necessary to Jonathan Bushee. Chairpersons of the Professional Concerns and Curriculum Committees were encouraged to communicate with Sam Bucalo in Student Government regarding students sitting as ex officio members on the Professional Concerns and Curriculum Committees. Also, selected administrators have been approached to join in an ex officio capacity on select Senate committees. Appreciation was expressed to Lyle Gray for attending the Senate meeting.

#### E. Senate Communication

Byron Renz reported that the first edition of a Faculty Senate newsletter is in the final stages. The purpose of the newsletter will be to provide a summary report of the actions of the Faculty Senate, as well as, additional items of general interest and information to the faculty.

#### F. University Governance

A report containing certain recommendations with respect to university governance will be presented at the next Senate meeting in November.

#### G. Other

A special meeting of the Executive Committee with Jeffrey Williams has been called for October 22, 1980 to review the agenda for the Board of Regents meeting on October 29.

Jim Fouché has been appointed as coordinator of Graduate Studies in Education. The Executive Committee voted at its last meeting that no comprising conflict exists and therefore, Dr. Fouché be permitted to continue as President of the Senate.

The Executive Committee has agreed to call a special meeting of the Senate to review the Human Services proposal on October 27 at 3:00 pm, pending action by the University Curriculum Committee.

#### IV. Committee Reports

Larry Giesmann reported on the progress of the Benefits Committee. They are currently in the process of ranking applications for summer fellowships. Twentyfive applications have been received thus far. The committee will also present a recommendation regarding the level of funding. The Benefits Committee has received eight requests for sabbaticals which it will be reviewing. A report on the progress being made regarding the joint subcommittee with Dick Snyder's Budget Committee will be presented in several weeks.



Dick Snyder presented the Budget Committee report. They are in the process of developing a questionnaire which will be issued to the faculty to determine the budget priorities of the faculty. Dick Snyder has been meeting with Dennis Toblee of the Budget office to establish a working relationship with that office. Dick Snyder has been ask to develop a salary policy to be reviewed by the Budget Committee and eventually by the full Senate.

Connie Widmer reported on the Professional Concerns Committee. The Faculty Rights & Responsibilities Subcommittee has presented a statement on professional responsibilities and procedures for promotion of course offerings. Professional Concerns Committee will consider this document at its next meeting. The Committee will present its recommendation regarding this statement to the Senate at its November meeting, along with its recommendations concerning the Governance Recommendations Subcommittee. A list is being compiled of students eligible for Who's Who.

Tom Cate presented the report on the Curriculum Committee. The Committee will attempt to clarify and define what constitutes a General Studies course. The Thursdays meeting will deal mainly with course changes and new courses to be in the next catalog.

Bob Miller, Public Administration, reported on a proposal for a 4 year Baccalaureate degree in Industrial Labor Relations. Tom Cate moved to accept the proposal. Mike Gray seconded the motion. During the discussion following the motion it was discovered that an appreciable number of Senators had not seen the proposal. The motion was then withdrawn.

George Goedel moved to amend the agenda for the Monday, October 27, meeting to include the Industrial Labor Relations Proposal. Art Miller seconded the motion. A Friendly Amendment was made by Rosetta Mauldin to establish the October 27 meeting as being definite rather than tentative. The motion, as amended, carried.

## VII. Adjournment

Rosetta Mauldin moved to adjourn. Mike Gray seconded. Meeting adjourned 4:18 pm.

Gary Johnston, Secretary  
Faculty Senate

CONSTITUTION OF THE FACULTY SENATE  
NORTHERN KENTUCKY UNIVERSITY

ARTICLE I. The Faculty Government of Northern Kentucky University exists:

- A. To provide the faculty with the opportunity to express opinions on all matters relating to the well-being of the University.
- B. To allow the faculty to participate effectively in the formulation of policies.
- C. To provide efficient channels for the faculty to meet its obligations in effectuating adopted policies.
- D. To disseminate information so that policies and practices of the various divisions and programs will be coordinated.
- E. To conduct studies deemed essential to the further progress of the University.
- F. To evaluate University programs and practices and to urge such improvements as seem warranted.

ARTICLE II. Organization

- A. The general faculty shall consist of all tenured and tenure-earning faculty members holding an academic rank of instructor or higher.
- B. The Faculty Senate shall consist of the members of the general faculty, who spend at least 75% of their work in duties other than those pertaining to an administrative appointment, selected as hereinafter provided. Administrative appointments are usually noted in contracts and are matters of record in the Office of the Provost.

All questions of eligibility will be determined by the Executive Committee of the Faculty Senate.

ARTICLE III. Powers

- A. The general faculty in meeting assembled has all powers necessary to effectuate the functions enumerated in ARTICLE I.
- B. All powers of the general faculty are exercised through the Faculty Senate, except as limited by ARTICLE VII, B and H.

ARTICLE IV. Officers

- A. The Faculty Senate shall have a President, Vice President, Secretary, and Parliamentarian, elected as hereinafter provided. The President of the Faculty Senate shall have his academic load reduced by one-fourth upon satisfactory arrangements having been made by the affected program(s).
- B. The officers of the Faculty Senate shall serve in their respective positions as the officers of the general faculty.



ARTICLE V. Selection of Members and Officers

A. Members of the Faculty Senate shall be elected as follows:

1. Each program shall elect one senator to represent it in the Faculty Senate. (A Program is defined as a group of faculty having a chairperson.) The NKU Library faculty shall be considered as one program; the Salmon P. Chase College of Law Library shall be considered a part of the Legal Education Program.
2. Each academic division shall elect additional senators from its respective faculty on an at-large basis, using a ratio of one representative to every fifteen members of its faculty, rounded to the nearest whole number. (A division is defined as a cluster of programs headed by a dean.) For voting purposes the NKU Library faculty will be placed in the Human Development and Service Division.
3. Senators shall serve for two-year terms, with one-half being elected each year; initial terms to be determined by lot.
4. No later than March 20 of each year, the President of the Faculty Senate shall appoint three members of the general faculty to constitute an Elections Committee. Members of the Elections Committee may not be at-large candidates for election to the Faculty Senate. In the first week of April of each year, the Elections Committee shall provide all faculty members with ballots listing those faculty members within their division, who, in writing, have consented to run for the Faculty Senate. Each eligible faculty member may vote for as many candidates as there are available seats in his/her division. The Elections Committee shall tabulate the ballots and submit the results to the President of the Faculty Senate by April 10.
5. By no later than April 20 of each year, those programs whose senator's term has expired shall elect, from those not already elected to the Faculty Senate, one representative from among their faculty.
6. All elected representatives shall take office at the first meeting of the Faculty Senate held on or after August 1.
7. Vacancies in program memberships shall be filled by a vote of the program faculty. Notification of the result shall be made in writing to the President of the Faculty Senate. Vacancies in at-large memberships shall be filled by the President of the Faculty Senate from the top of the at-large election results of the respective academic division.

B. Selection of Officers

At a special session to be held before May 15 the newly elected Faculty Senate shall elect its officers and chairpersons by majority vote. Terms of office shall be for one year. The

incumbent Executive Committee shall draw up and circulate a list of nominations at least five days prior to the special session. Nominations may also be made from the floor at the session.

ARTICLE VI. Committees

- A. There shall be five standing committees of the Faculty Senate: the Executive Committee, the Budget Committee, the Curriculum Committee, the Faculty Benefits Committee, and the Professional Concerns Committee. Every senator shall be assigned to at least one committee; assignments shall be made by the Executive Committee based upon preferential lists submitted by each senator. The remainder of each committee shall be composed of elected representatives from those programs not already represented by a senator.
- B. The Executive Committee shall consist of the officers of the Faculty Senate and its committee chairpersons, and it will be chaired by the President of the Faculty Senate.
- C. The following duties shall be the specific responsibility of the Executive Committee:
  1. It shall serve as a committee on committees to work with the administration in forming university committees and in appointing their memberships when appropriate.
  2. It shall serve as the advisor group of the Faculty Senate when called upon by an officer of the administration. It shall refer to the appropriate committee any question of policy on which advice is sought and shall record in its minutes any recommendation on policy.
  3. It shall receive the written reports of the committees of the Faculty Senate.
  4. It shall cause matters approved by the Faculty Senate to be brought to the attention of the appropriate administrative officer for action, and shall report the action taken to the Faculty Senate.
  5. It shall take such emergency action it finds necessary. Such action shall be presented for approval to the Faculty Senate at its next regular meeting.
  6. It shall refer such matters as are designed by the Faculty Senate for study by the appropriate committee.
  7. It shall prepare the agenda for meetings of the Faculty Senate.
  8. It shall insure that nominations and elections are carried out as specified in the Constitution.



9. It shall make committee assignments before the regular August meeting, and notify those programs which still require representation on the standing committees.
- D. The following duties shall be the responsibility of the Budget Committee:
1. It shall work with the administration in formulating the budget and recommending faculty priorities.
  2. It shall analyze the finances and resource allocations of the University on continuing basis so that it may advise the Faculty Senate, and through it the President of the University, on the relationship between the allocation of funds and the established missions of the institution.
  3. It shall make recommendations regarding the administrative services which the University provides for its faculty.
- E. The following duties shall be the specific responsibility of the Curriculum Committee:
1. It shall make recommendations to the Faculty Senate, and through it to the University administration, in the area of general curriculum policy.
  2. It shall review, evaluate, and make recommendations concerning those programs and policies which it receives from the curriculum committees of the various academic divisions, and examine those proposals with reference to budget priorities.
- F. 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; in particular those policies dealing with insurance, retirement, salary schedules, academic leaves, summer fellowships, institutional research grants, deferred compensation, the credit union, travel allowance, and reassigned time.
  2. It shall process applications of and make recommendations on candidates for leaves, fellowships, and research grants.
- G. The following duties shall be the specific responsibility of the Professional Concerns Committee:
1. It shall review, evaluate, and make recommendations concerning the various University policies relating to the general academic and professional concerns of the faculty; in particular those



matters dealing with tenure, promotion, rank, and performance evaluation.

2. It shall periodically review the Faculty Handbook.
3. It shall take under consideration those student policies that are of professional concern to the faculty.

#### ARTICLE VII. Meetings

- A. The general faculty shall meet at least once a year, the meeting to be convened by its president, the President of the University, the Provost, or the Executive Committee of the Faculty Senate.
- B. Should a petition, signed by at least ten per cent 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 two weeks, 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 one week prior to the meeting date.
- D. The Faculty Senate shall meet at least once each month, unless deemed unnecessary by the Executive Committee, during both semesters and the summer sessions. Special meetings may be called by the President of the Faculty Senate or its Executive Committee. Regular meetings shall be on the third Monday of each month; emergency changes of date may be made by the Executive Committee.
- E. The Executive Committee shall appoint a temporary chairman 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. All faculty members shall have the same floor privileges as those granted to members of the Senate, except the right to vote. Others may be granted floor privileges by majority vote of the Senate. Only senators in attendance may vote, unless this rule is waived in advance by the Executive Committee.
- G. Agenda items and supporting information shall be submitted to the Executive Committee at least seven calendar days prior to the scheduled Senate meeting. Items shall be placed on the agenda by the Executive Committee on its own motion or on the motion of any member of the Senate, or by petition signed by at least ten members of the

general faculty. The agenda shall be distributed to the general faculty in advance of Faculty Senate meetings.

- H. Minutes of the meetings of the Faculty Senate shall be distributed to members of the general faculty. Actions of the Faculty Senate shall become final fourteen (14) days following the official distribution of said minutes, unless the general faculty asserts its jurisdiction.

ARTICLE VIII. Faculty Regent

The Faculty Regent shall report regularly to the Faculty Senate, and through it to the general faculty, on those matters coming before the Board of Regents that pertain to the faculty; and to report action taken on such matters.

ARTICLE IX. Rules of Order

In the absence of any special rules of order which the general faculty or the Faculty Senate may adopt, Robert's Rules of Order shall govern the conduct of the meetings.

ARTICLE X. Quorum

A quorum for general faculty meetings shall be fifty per cent of its members.

ARTICLE XI. Senate Action

The President of the University may reject any action of the Faculty Senate. The Faculty Senate may by a two-thirds vote request the referral of the vetoed action to the Board of Regents.

ARTICLE XII. Effective Date

This constitution became effective April 17, 1978, upon approval by the Board of Regents.

ARTICLE XIII. Amendments

This constitution may be amended at any meeting of the general faculty by a two-thirds majority of those 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.



IMMEDIATE AND LONG-TERM BUDGET PRIORITIES

A SURVEY OF FACULTY PRIORITIES

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The enclosed survey has been generated by the Budget Committee of the Faculty Senate as a means of determining faculty preferences for the allocation of operating budget funds at Northern Kentucky University.

Please complete this survey and return to your Budget Committee representative by November 7, 1980. Your cooperation is appreciated.



### MAJOR UNIVERSITY CONCERNS

Make your selections for both categories A and B from the list of items on the following page. In both cases, A and B, list your preferences in descending order.

A. HIGH PRIORITY: items to which the University should direct its resources and effort.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

B. LEAST DESIRABLE: items to which the University should withhold or diminish its resources and effort.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## PRIORITY SELECTION LIST

Please make your selections for both categories A and B from the following list of items. Record the letter of your selection next to the appropriate number on the preceding page.

- A. Academic Support ( Advisement, learning assistance, etc. )
- B. Administrative Expansion and Salary
- C. Athletics
- D. Building Expansion
- E. Experimental Program Expansion
- F. Faculty Academic Benefits ( Fellowships, Sabbaticals, Research Grants, etc. )
- G. Fringe Benefits
- H. Graduate School Expansion
- I. Library
- J. Parking
- K. Salary
- L. Security and Safety
- M. Scholarships
- N. Secretarial ( Staff and Equipment )
- O. Teaching Equipment
- P. Travel Funds
- Q. Undergraduate Program Expansion
- R. Other ( Specify )