



Faculty Senate

HIGHLAND HEIGHTS KY 41099 859-572-6400

FACULTY SENATE MEETING

April 15, 2002

3:00 PM

UC Ballroom

AGENDA

Call to Order, Adoption of Agenda

Approval of Minutes – March 18, 2002 Meeting

Guests

President James Votruba

Officer Reports

- | | |
|-------------------|---------------|
| • President | Jeff Smith |
| • Vice-President | Sam Zachary |
| • Secretary | Claudia Zaher |
| • Parliamentarian | Steve Weiss |

Committee Reports

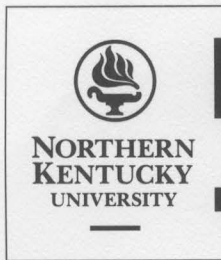
- | | |
|---------------------------|---|
| • Professional Concerns | Ray McNeil |
| ▪ <u>Voting Item:</u> | Changes to the Peer Review Process |
| • Curriculum | Michele Roszmann-Millican |
| ▪ <u>Discussion Item:</u> | General Education Proposal |
| | http://access.nku.edu/UCC/ucc/2001/generaleducation/FinalGenEdProposal.PDF |
| • Benefits | Clinton Hewan |
| • Budget | Chenliang Sheng |

Old Business

New Business

Adjourn

Next meeting May 10 at 12:00, end of semester luncheon



Faculty Senate

HIGHLAND HEIGHTS KY 41099 859-572-6400

Faculty Senate

April 15, 2002

Present: J. Smith, S. Zachary, C. Zaher, S. Weiss, C. Hewan, R. McNeil, M. Roszmann-Millican, C. Sheng, P. Cooper, S. Duggal, P. Fairbanks, C. Frank, M. Gers, P. Goddard, B. Houghton, R. Jenisch, V. Kumar, A. Lipping, D. Lye, C. McDaniel, M. McGatha, C. McKenzie, B. Mittal, T. Pence, B. Ramjee, M. Stavsky, J. Thomas, T. Weiss, W. Wood.

Absent: S. Barty, E. Brewer, G. Clayton, D. Gronefeld, A. Long, H. Riffe, R. Pennington, B. Thiel, K. Vogler.

Guests: R. Redding, P. Brown, F. Schneider, R. Shaw

1. J. Smith called the meeting to order at 3:04 p.m.
2. The minutes of the 3/18/02 meeting were approved as distributed.
3. Dr. Votruba was out of town and unable to attend the meeting.
4. President's Report – no report
5. Officer Reports – no reports
6. Professional Concerns Committee (R. McNeil) – voting item: to change the Faculty Handbook to clarify some language in Part One, Section XV.B.1 (Matters Subject to Peer Review) and B.3 (Grievances) and Part One, Section IV.C.14. (Appeal Procedure)

February 19, 2002 (revised 3/22/02)
To: Ray McNeil
From: Bob Kempton
Re: Handbook changes

As Chair of the Peer Review Advisory Committee for several years I have noticed that some faculty who have appealed to the committee have been confused by the wording in the Faculty Handbook. The confusion has centered around the timing of the appeal and the inclusion of supporting documentation. I would like to propose the following changes to the Handbook.

Items to be deleted (*italicized within parentheses*).

Items to be added **boldface and underlined**.

PART ONE, SECTION XV. Grievances

section B.3

a. Any faculty member wishing to initiate a review by the Peer Review Process must file **with the Provost one original and eight copies of** a written petition (*with the Provost*). The petition must:

(1) clearly state the nature of the grievance(s) and any/all attempts (which) that the faculty member has made to resolve the grievance(s); only those grievances listed in section XV.B.1 of the Handbook can be investigated by the Peer Review Committees. If the faculty member wishes to submit supporting documentation, one original and eight copies of the documentation must be included with the copies of the written petition to the Provost. Although decisions regarding the inclusion of supporting documentation are the sole responsibility of the faculty member, the Peer Review Committees discourage the submission of documents unrelated to the specific grievance(s).

(2) be filed within the time limits prescribed by the applicable section of this Handbook; for reappointment, promotion, and/or tenure decisions the time limit is fifteen (15) University working days of receipt of the notice from the Provost (section IV. C. 14); if no time limit...

b. no changes to this section.

c. Within five (5) working days of receipt of a timely filed petition and any supporting documentation, the Provost shall forward copies of the petition and any supporting documentation received from the faculty member to the Chair of the Peer Review Advisory Committee (and), the Dean of the College in which the aggrieved faculty member resides, the Department Chair, the Chair of the Reappointment, Promotion and Tenure Committee of the grievant faculty member's department, and/or any other legitimate respondent to the grievance.

d. Upon receipt of a petition and any supporting documentation for Peer Review, *(the Chair of the Peer Review Advisory Committee shall notify the faculty member of its receipt and schedule a meeting of the committee for consideration of the appeal. The faculty member shall provide one copy of the petition and any supporting evidence to the Office of the Provost, which, in turn will provide copies, as appropriate, to the Peer Review Advisory Committee, the Dean of the College in which the aggrieved faculty member resides, the Department Chair, the Chair of the Reappointment, Promotion and Tenure Committee of the grievant faculty member's department, and/or any other legitimate respondent to the grievance, all at least twenty (20) University working days prior to the date of the scheduled meeting.)* the Dean of the College in which the faculty member resides, the Department Chair, the Chair of the Reappointment, Promotion and Tenure, and/or other respondents may each file a written response to the petition, including supporting evidence, with the Peer Review Advisory Committee within ten (10) University working days of receipt of the faculty member's documentation. Any respondent filing a written response to the petition shall provide the grievant with a copy of said response. The grievant faculty member may respond in writing within ten (10) University working days of receipt of the response(s) from the Dean, Department Chair, Chair of the Reappointment, Promotion and Tenure Committee, and/or other respondents. The Chair of the Peer Review Advisory Committee will notify, in writing, all the parties described above of their right to submit a response and will provide each Advisory Committee member with copies of all correspondence. *(The Committee may request copies of these responses from the grievant and the respondent(s) for each Committee member, which will be provided by the Office of the Provost.)*

Normally the Peer Review Advisory Committee will meet no more than ten (10) University working days after receipt by the Committee's Chair of the petition and all of the responses described in the previous paragraph.

Below, please also find additional changes that bring the Handbook up to date regarding (1) the time limit for appeal of a negative reappointment, promotion, and/or tenure decision (if the revisions above are approved) and (2) grievances subject to Peer Review.

Additional Handbook changes -

Additions are shown as **bold and underlined**; deletions are shown in *italics*.

Part One, Section IV.C.14., APPEAL PROCEDURE: ... In order to exercise this right, the applicant must make his/her written request to the Provost, with a copy to the committee, within **fifteen (15)** *ten (10)* University working days of receipt of the notice from the Provost. ...

Part One, Section XV.B.1., MATTERS SUBJECT TO PEER REVIEW:

e. program reduction and faculty reassignment, as set forth in Part One, Section XI.G. in this Handbook; *and*

f. termination for cause, as set forth in Part One, Section XI.J., Termination For Cause, in this Handbook; **and**

g. cases involving disagreement with a post-tenure review development plan, as set forth in Part One, Section X.F.4. in this Handbook.

The item was separated into two voting items. The first item, the sections on Grievances and Appeal Procedure passed unanimously. Discussion followed on the second item, Matters Subject to Peer Review. R. Redding and R. McNeil confirmed that we are currently in Year 1 of the Post –Tenure Review Policy; F. Schneider asked for clarification and guidelines for the Peer Review Committee if they are to look into disagreements with a development plan. The item passed unanimously.

The administration had proposed changes to the Student Honor Code, and the PCC will look into the changes.

7. University Curriculum Committee (M. Roszmann-Millican) – Discussion item – The General Education Proposal. Discussion will be continued at the May meeting, and the vote will be taken at that time. <http://access.nku.edu/UCC/ucc/2001/generaleducation/FinalGenEdProposal.PDF>
8. Benefits Committee – no report
9. Budget Committee – no report
10. Old Business – none.
11. New Business – none.
12. The meeting was adjourned at 4:36 p.m.

Respectfully submitted,
Claudia Zaher