



Faculty Senate

HIGHLAND HEIGHTS KY 41099 606-572-6400

NOTE: Faculty Senate Luncheon Starts at Noon Before Senate Meeting

Faculty Senate Meeting

TUESDAY, May 16, 2000, University Center Ballroom, 1 p.m.

Call to Order, Adoption of Agenda, Approval of Minutes

Guest Remarks

Officer Reports

15 Minutes

President

Gaut Ragsdale

Chair for Benefits Committee

Chair for University Curriculum Committee

Graduate Program Initiative

Personal Privilege

Vice President

Carol Bredemeyer

Secretary

Ted Weiss

Parliamentarian

Rebecca Kelm

Committee Reports

40 Minutes

Budget & Commonwealth Affairs Committee

Dave Agard

Benefits Committee

Jeff Smith

Retirement Initiative Update

Long-Term Care Policy Option

VOTING ITEM #1

University Curriculum Committee

Linda Olasov

Standard Naming & Numbering Course System

VOTING ITEM #2

(See UCC web site (<http://access.nku.edu/ucc>) and click on meeting schedule, agenda, and minutes for 4/20/00. Scroll to Old Business, A. Naming and Numbering. Next click on voting item that will link to the proposal.) Please call Linda Olasov, 5620, or e-mail (Olasov@nku.edu) for additional assistance with the web site process if you have difficulty retrieving this voting item.

Professional Concerns Committee

Chuck Frank

Non-Tenure Track Faculty Job Descriptions

VOTING ITEM #3

VOTING ITEMS

- #1. Resolved, That faculty members have more than one provider option for long-term healthcare insurance.

Benefits Committee Recommendation	Adopt	Reject	No position
Executive Committee Recommendation	Adopt	Reject	No position

- #2. Resolved, That the Faculty Senate adopt a standardized naming and numbering system for university courses. Requires majority vote for approval.

UCC Recommendation	Adopt	Reject	No position
Executive Committee Recommendation	Adopt	Reject	No position

Note: See UCC web site (<http://access.nku.edu/ucc>) and click on meeting schedule, agenda, and minutes for 4/20/00. Scroll to Old Business, A. Naming and Numbering. Next click on voting item that will link to the proposal. Please download if you wish a hard copy or see the UCC representative from your discipline/department for assistance. Please call Linda Olasov, 5620, or e-mail (Olasov@nku.edu) for additional assistance with the web site process if you encounter difficulty retrieving this voting item.

- #3. Resolved, That the Faculty Senate endorse a Handbook change to allow Full-Time, Non-Tenure Track, Renewable Faculty to be promoted to Lecturer II status and Senior Lecturer status after six year intervals. (See attached page for specific proposed Handbook changes.)

Professional Concerns Committee	Adopt	Reject	No position
Executive Committee Recommendation	Adopt	Reject	No position

Proposed Changes (underlined) to Handbook
Part 1

section I. C (p2)

Full-Time, Non-Tenure-Track, Renewable Faculty

End of line 13: ...external search process. At the end of six years in the position, a full-time, non-tenure-track Lecturer is eligible for promotion to Lecturer II. After six years in the position, a Lecturer II is eligible for promotion to Senior Lecturer.

section I. D (p2)

Full-Time, Non-Tenure Track, Temporary Faculty

After line 8: ...toward tenure.

These faculty are expected to carry a full course load, and to perform all of the duties associated with these teaching responsibilities. Departments may invite them to faculty meetings and may involve them in appropriate committees; they are expected to attend any meetings related to their teaching. Any other assignments or responsibilities should be specified by the department chair at the time of appointment and are subject to the approval of the dean. Departments may use this category to employ faculty who have no teaching responsibilities; e.g., grant supported researchers or postdoctoral associates.

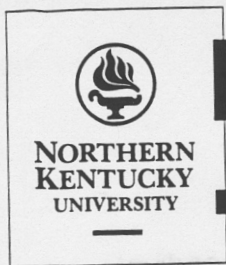
section I. E (p3)

After line 4: ...probationary or tenured positions.

These faculty are expected to carry out all of the teaching duties associated with their class(es), including grading and office hours. They may also be asked to meet with faculty who teach other sections of the cours(es).

Dennis O'Keefe, Bob Kempton

4/3/2000



Faculty Senate

HIGHLAND HEIGHTS KY 41099 859-572-6400

Faculty Senate Meeting
May 16, 2000

Senators Present: (as per sign-up sheet) D. Agard, J. Bales, R. Brautigan, C. Bredemeyer, J. Churchill, Y. Datta, L. Ebersole, A. England, P. Fairbanks, C. Frank, P. Goddard, G. Grout, C. Hewan, R. Holt, P. McCartney, R. McNeil, B. Mittal, J. Niewahner, L. Olasov, G. Ragsdale, J. Roeder, M. Roszmann-Millican, C. Sheng, J. Smith, M. Stavsky, S. Weiss, T. Weiss, S. Zachary

Senators Absent: G. Clayton, R. Kelm, R. Kempton, L. Noyd, C. Ryan, B. Thiel, J. Thomas

Guests: Peg Goodrich, Sara Sidebottom, M. Lepper, Barry Andersen, L. Chambers, H. Wilhelm-Olsen, Cheryl Nunez, Fred Schneider, Kristen Collier, Mary Huening, Gary Scott, T. Atwater, B. Holland, Mary Ryan, R. Redding, Tony Atwater, Greg Stewart, Steve Fink

Meeting called to order at 1:04 p.m.

The minutes of the March 20 Senate meeting were approved with the correction that Clint Hewan was present for the meeting.

The agenda was approved as distributed.

Y. Datta was recognized for his Senate service and was wished a happy retirement.

Fred Schneider received the Faculty Recognition Award for his extensive work, legal and otherwise, for the Senate over the years.

President Votruba was out of town, hence no presidential report.

Barry Andersen reported on the recent Regents' meeting, pointing out the significantly increased funding that NKU is to receive in areas such as lines for new faculty and increases in faculty and staff salaries. He thanked the faculty for the opportunity to serve as faculty regent.

President Ragsdale made the following announcements:

Ted Weiss will work with Martha Malloy on the policy for staff terminations.

Graduate program changes are forthcoming and will dovetail with strategic academic planning.

Rogers Redding thanked the Senate for a good working relationship over the course of the year.

Linda Olasov will leave the UCC chairpersonship for higher office. Michelle Roszman-Millican was nominated for the post and elected by acclamation.

The Benefits Committee is still in need of a chair.

Committee Reports:

Budget (Dave Agard) : No report.

Benefits (Jeff Smith): 1. The committee is continuing an ongoing discussion of retirement benefits and tax implications thereof. 2. The committee has investigated provisions for long term care insurance. Motion to endorse participation in a policy from PFL Life, a simple form with competitive rates. Approved unanimously.

Curriculum (Linda Olasov). A standardized numbering system was presented. It was asserted that this was a more rational and "student friendly" system than the one presently in place.

Randy Holt contended that not all departments had considered this document and moved that it be sent back to committee so that all departments can review it. Second by Phil McCartney. Motion fails. The main motion carries by voice vote.

Linda received a plaque for her astonishingly long service on the UCC.

Professional Concerns (Chuck Frank): Handbook changes were presented that allowed for different levels of lecturers, along with some clarification of duties of non-tenure track faculty. Considerable discussion followed over the issue of whether a person will be promoted after six years in a position, or if some criteria (e.g. satisfactory performance) should be needed for promotion. The main motion was returned to committee for further consideration of these issues.

Heartfelt thanks were extended to Gaut Ragsdale for his leadership over the past year.

Respectfully submitted

Ted Weiss, Secretary



NORTHERN
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Faculty Senate

HIGHLAND HEIGHTS KY 41099 606-572-6400

Copies

TO: Martha Malloy
Director of Human Resources

May 21, 2000

FROM: Gaut Ragsdale *Gaut*
President of Faculty Senate

RE: Senate Resolution Passes to Add Another Option for Long Term Care Insurance Provider

The Faculty Senate at its May meeting passed a resolution endorsing the addition of PFL Life as an insurer for faculty for long-term care insurance. Hence, the action calls for PFL to be added as an option for long term care insurance for faculty. It is my understanding that at present TIAA-CREF is the only option that faculty have for long term care insurance.

If you have questions about the Senate action or need more information about the matter, please feel free to contact me or Jeff Smith. As chair of the Senate's Benefits Committee, Jeff was a leading advocate for adding PFL as an option for long term care insurance. I have attached a copy of the information sheet about PFL that was provided to Faculty Senators.

Attachment

HIGHLIGHTS OF LTC FINANCIAL GROUP AND PFL LIFE PROGRAM

Why long term care insurance? Long term care insurance is designed to pay for the long term assistance a person needs with activities of daily living. Costs for long term care can be staggering. Costs for nursing homes, assisted living facilities, and in home care can easily exceed \$40,000 per year. Unfortunately traditional medical insurance does not pay these costs and neither does Medicare (except for very limited skilled care). The only government program that will pay for long term care is Medicaid, which requires a person to spend most of their assets before qualifying. Recent legislation severely restricts transferring assets to qualify for Medicaid. These expenses may represent the greatest risk to a person's lifetime savings, retirement security, and family assets.

Summary: PFL Life, a member of the AEGON Insurance Group, is a leader in the worksite marketing of long term care insurance. PFL Life has 10 Billion in assets and over 100,000 policyholders. PFL Life consistently ranks as one of the 10 largest long term care carriers in the country.

Ratings: PFL Life is rated A+(Superior) by A.M. Best; AA+(Very High) by Duff & Phelps; Aa3(Excellent) by Moody's; and AAA(Superior) by Standard & Poor's.

Advantages of PFL Life Program:

Modified Guaranteed Issue Underwriting (The application asks three insurability questions: Do you have AIDS or AIDS related complex?; Do you need assistance to perform everyday living activities: dressing, eating, walking, bathing, transferring, toilet activities, or taking medication?; Have you been declined for long term care insurance in the last three years? Full time employees under the age of 65 and extended family members including spouse working full time and under the age of 65 qualify for the limited underwriting).

Significantly discounted rates

Selection of benefits to meet various needs and budgets

Portability (If a person leaves the group for any reason coverage can be continued at the same rate person had as member of the group).

Guaranteed renewable, individual policies (Each person participating will own their own policy, as long as premiums are paid the coverage can not be taken away by the insurance company. Rates cannot be changed because of any change in health status, change in age, or because of experience of group. Rates can only be changed on entire class of insureds in entire State with regulatory approval. PFL Life has never had a rate increase).

Premium payment flexibility (Both payroll deduction and direct pay options available).

Spouse and family members of the employee are eligible to participate (This includes parents and parents in-law, brothers and sisters, aunts and uncles, etc).



NORTHERN
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Faculty Senate

HIGHLAND HEIGHTS KY 41099 606-572-6400

TO: Martha Malloy
Director
Human Resources

May 5, 2000

FROM: Gaut Ragsdale *GR*
Faculty Senate President

RE: Recommendation for "Guest Pass" Option

The Faculty Senate at its January meeting passed a resolution recommending that NKU's Health Center Policy be amended so that members of the Health Center have a "Guest Pass" option as part of their membership benefits. The text of this resolution is attached.

On behalf of the Faculty Senate, I am requesting your assistance in seeing that the Senate's recommendation receives consideration from your office. If you have questions or need more information about the Faculty Senate's action on this issue, please let me know.

Attachment

c: S. Roth

*See Roth asked me to hold
this item and pass it along later.
In April Sue called me and
asked that the Resolution and a
memo be sent to Martha Malloy*

*Jon
5/21/00*



NORTHERN
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Faculty Senate

HIGHLAND HEIGHTS KY 41099 606-572-6400

TO: Martha Malloy
Director
Human Resources

May 5, 2000

FROM: Gaut Ragsdale *Gaut*
Faculty Senate President

RE: Professor Weiss to Represent Faculty Senate

The Faculty Senate has asked Professor Ted Weiss to work with Human Resources and other relevant parties when the review of "employee dismissal" guidelines occurs. Many members of the Faculty Senate have called for "reasonable and humane" treatment of NKU employees who are dismissed from positions due to organizational re-alignment at the university. Ted will bring this orientation to the upcoming discussion of "dismissal" guidelines.

If you have questions or need more information about the Senate's position on this matter, or its recommendation of Ted Weiss, please let me know.

c: T. Weiss

Proposed Changes (underlined) to Handbook
Part 1

section I. C (p2)

Full-Time, Non-Tenure-Track, Renewable Faculty

End of line 13: ...external search process. At the end of six years, in the position, a full-time, non-tenure-track Lecturer is eligible for promotion to Lecturer II. After six years in the position, a Lecturer II is eligible for promotion to Senior Lecturer.

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Dennis O'Keefe, Bob Kempton

4/3/2000

DEPARTMENT OF BIOLOGICAL SCIENCES
NORTHERN KENTUCKY UNIVERSITY
HIGHLAND HEIGHTS, KY 41099-0400

PHONE: 572-5277
FAX: 572-5639
WARNER@NKU.EDU

MEMORANDUM

DATE: January 11, 2000

TO: Barbara Holland

FROM: Jerry W. Warner *JW*

SUBJECT: Job Descriptions and Duties for Lecturers
and Part-time Faculty

During the spring semester, the Council of Chairs at the request of the Faculty Task Force developed a document concerning job descriptions for lecturers and part-time faculty. This effort, spearheaded by Bill Oliver, was presented to Rebecca Kelm in her role as chair of the then existent Balance and Deployment Subcommittee of the Faculty Task Force. After discussion by the Task Force, Rosetta Mauldin (then chair) forwarded it to the Deans Council with questions concerning implementation.

I am providing you with copies of the proposal and the documentation up to submission to the Deans Council. I do not have any documentation of a response by the Deans council nor have I been informed of any action that the Council might have taken. I suspect that the proposal might have fallen into a black hole in the Provost's office.

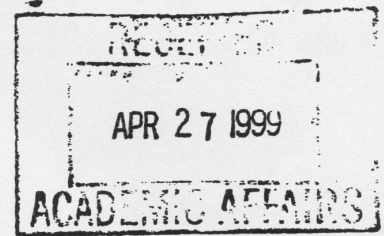
I feel that this is an important issue that still needs to be addressed and that the proposal presented by Bill is a good one. Therefore, I would like to have it presented to the Steering Committee during our meeting of January 21, 2000. Following endorsement by the Steering Committee, I recommend that it be presented to the Academic Council for discussion, policy refinement, and implementation.

Please let me know if you have questions concerning this proposal.



**NORTHERN
KENTUCKY
UNIVERSITY**

College of Professional Studies
Office of the Dean
Phone: (606) 572-5568
FAX: (606) 572-6176



TO: Deans Council

FR: Faculty Task Force
Rosetta J. Mauldin, Chair

RE: Chairs' Report/Job Descriptions & Duties for Lecturers and Part-time Faculty

DA: April 27, 1999

Attached please find the report from Bill Oliver's group of chairs (2/1/99). The report was undertaken by a subcommittee of the chairs, commissioned by Jerry Warner, at the request of the Balance & Deployment Subcommittee of the Faculty Task Force. Rebecca Kelm also has copies of information each chair supplied about his/her department, should you need it. We feel it makes an excellent start at clarifying descriptions and responsibilities for non-tenure faculty at NKU.

We now seek your advice on several matters. How may the contents of the report be implemented? Who should address the issues of governance and benefits? Who will oversee that duties are clearly specified in a contract, as for full-time non-renewable lecturers? We believe that the Dean's Council will have the best insight as to policy and procedure. We ask that the Council discuss this in the Dean's Council meeting. Professor Kelm or another member of her subcommittee will gladly attend if requested. She and Dr. Mauldin will share feedback with the Faculty Task Force before forwarding to the Steering Committee.

Many thanks.

Attachment

Nunn Drive
Highland Heights, Kentucky 41099

Northern Kentucky University is an equal opportunity institution.



To: Bill Oliver

From: Rebecca Kelm *RSK*

Re: 2/1/99 Report on Lecturers and Part-Time Faculty

Date: February 16, 1999

Bill, please thank the chairs who worked with you to provide the Faculty Task Force with feedback about non-tenure track faculty job descriptions and responsibilities. Your work is most appreciated.

Your report will go to Rosetta Mauldin and the Faculty Task Force meeting on 2/26 and hopefully, on to the Steering Committee. Our cover letter will ask that governance and benefits be addressed. We will also seek their advice regarding implementation in all these matters.

My subcommittee (Balance & Deployment) felt that this was a big step in the right direction towards fair and even treatment of non-tenure track faculty across campus. Thanks again for the help and support you and your colleagues provided.

Cc: Jerry Warner
Charles Pinder



MEMORANDUM

February 1, 1999

TO: Rebecca Kelm

FROM: Bill Oliver *Bill*

SUBJECT: Job Descriptions for Lecturers and Part-time faculty

The Council of Chairs has been asked to provide input to the Faculty Committee of the VVV effort. What follows was approved by the Council on February 1, 1999.

Faculty ranks and terms of appointments are described in the Faculty Policies and Procedures Handbook, 1994, pages 2 and 3. Nothing is proposed that would change those descriptions.

The suggestions we make are meant to be general guidelines only. It is recognized that the need for part-time faculty and lecturers varies among departments, and the job descriptions will vary considerably, as well.

Part-time Faculty

These faculty are expected to carry out all of the teaching duties associated with their class(es), including grading and some office hours. They may be asked to meet with faculty teaching other sections of the course. Some departments use part-time employees to perform non-teaching duties; e.g., student teaching supervision.

Full-time Non-renewable Lecturers

These individuals, often referred to as "temporary" appointees, are expected to carry a full course load, and to perform all of the duties associated with these teaching responsibilities. Departments may invite them to faculty meetings and may involve them in appropriate committees; they are expected to attend any meetings related to their teaching responsibilities. Any other assignments or responsibilities should be specified at the time of appointment and are subject to the approval of the dean. Departments may use this category to employ individuals who have no teaching responsibilities; e.g., grant-supported researchers or post-doctoral associates.

Full-time Renewable Lecturers

These lecturers, who receive annual renewable contracts and whose positions are in the department budget base, are faculty members whose primary responsibilities do not include scholarly activities or faculty governance. The degree to which they participate in department meetings, committees, and decision-making will be

established by each department subject to the approval of the dean. They may have reassigned time for special projects or to coordinate a department activity. Some departments use these appointees as clinical faculty or to direct students in non-classroom activities. They may be assigned advising duties and participate in curriculum development. Consideration should be given to establishing alternative job titles for certain individuals in this category of employment who do not teach. Examples might be Research Associate, Program Coordinator, Clinical Supervisor, *et al.*

Additional Recommendation

We recommend that full-time renewable lecturers be eligible for promotions that include salary enhancements at certain points during their appointments. We note that both part-time and tenure-track faculty may look forward to promotion during their association with the university. These valuable employees should receive the same consideration. (N. B. This is not an issue for full-time non-renewable [temporary] lecturers; the Faculty Handbook limits their appointment to three years.)

To be specific, we recommend that renewable lecturers be eligible for promotion to Lecturer II after six years in the position and to Senior Lecturer after six years as Lecturer II. Guidelines, including annual performance reviews, for these promotions should be established when the policy is approved.

BO/gv

cc: Charles Pinder
Jerry Warner